

Applying to Install or Alter a Septic System

When do I need a septic system?

A septic system, also known as an onsite wastewater management system, is required if your property is not connected to the reticulated sewerage system.

A septic system treats and then disposes of wastewater (sewage). Sewage consists of:

- Greywater – wastewater from showers, baths, hand basins, washing machines, laundry troughs and kitchens.
- Blackwater – toilet waste.

The City of Casey contains several residential and commercial properties that aren't connected to the reticulated sewerage system. When considering purchasing a property in the City of Casey, you should contact South East Water on 131 694 to find out whether sewer is available.

Where a sewer connection is available, you must connect to sewer – contact South East Water on 131 694 for further information. Where a sewer connection is not available, a septic system will be required to be installed for the treatment and disposal of wastewater.

This document provides a brief overview of the application process to install or alter a septic system within the City of Casey that handles or is designed to handle a flow rate of **less** than 5000L/day. Systems that handle or are designed to handle higher flow rates need an EPA works approval. Contact EPA Victoria on 1300 372 842 for further information or visit their [website](#).

How do I apply to install a new septic system?

Step 1: Consult Council's Planning Department

In some instances, a planning permit will be required in addition to a permit to install/alter a septic system. Contact Council's Planning Department on 9705 5200 to ascertain whether you require a planning permit.

Step 2: Consult Council's Environmental Health Team

Contact Council's Environmental Health team on 9705 5200 for initial advice on septic system installation requirements and the application process.

Step 3: Engage a suitably qualified onsite wastewater consultant to design your septic system.

Septic systems must perform their job effectively and be well managed to minimise the risks to human health and the environment. Your system must be able to treat all wastewater generated on your property. All the treated wastewater (effluent) must then be dispersed of within your property boundaries.

Good design is crucial to achieving these outcomes. To this end, the first step will be to arrange for a suitably qualified and experienced land capability assessor to carry out a land capability assessment (LCA) on your property unless Council advises you that an LCA is not required in your specific circumstances.

Next, you will need to engage the services of a suitably qualified onsite wastewater consultant to design your onsite wastewater system. They will design your system in accordance with the requirements of EPA Victoria's current [Code of Practice – onsite wastewater management](#).

Step 4 : Submit an *Application for a Permit to Install or Alter a Septic Tank* to Council's Environmental Health Team.

Upon receiving your application, an Environmental Health Officer will contact you to arrange a site inspection as part of the application assessment process.

Once the Environmental Health team are satisfied that your application meets all requirements, you will be issued with a *Permit to Install/Alter* for your septic system. Works to install the system can now commence.

Constructing, installing or altering a septic system without a permit is an offence under the *Environment Protection Act 1970* and liable to a penalty of up to 300 penalty units (visit [Department of Justice and Community Safety](#) for the current penalty unit value).

Step 5: Inspections during septic system installation works

You or your installer will need to arrange progress inspections during the installation process by a Council Environmental Health Officer at the following stages:

- Absorption/irrigation system in place prior to backfill.
- Secondary treatment system fully installed, and power connected.

Once all plumbing works have been completed onsite, a final inspection must be arranged by either you or your installer.

Step 6: Obtaining a *Certificate to Use*

Once the Environmental Health team has received the following documents from you (or your installer):

- An 'as constructed' plan for the septic system;
- A plumbing compliance certificate covering all plumbing works;
- A commissioning report (for mechanical treatment plants) and;

is satisfied that the system has been installed correctly, you will be issued with a *Certificate to Use*. You can now commence using the system.

Using a septic system before you have been issued a *Certificate to Use* is an offence under the *Environment Protection Act 1970* and is liable to a penalty of up to 120 penalty units (visit [Department of Justice and Community Safety](#) for the current penalty unit value).

The *Certificate to Use* may contain several conditions governing the use of your septic system. Make sure you read these conditions carefully and fully understand your obligations.

How do I apply to alter an existing septic system?

If you want to alter an existing septic system, you must apply for a permit to alter your septic system by completing an *Application to Install or Alter a Septic Tank*. The steps involved in the application process are essentially the same as making an application to install a new septic system.

Alterations to an existing septic system include:

- Relocation of one or more system components.
- Adding more absorption trenches/irrigation lines.
- Adding extra plumbing fixtures to your home.
- Works to your property that increase the potential daily wastewater flow rate e.g. adding an additional bedroom.

Minor alterations to your septic system include:

- Changes to internal plumbing e.g. relocation of a fixture but no additional wastewater flow will be generated.

How do I maintain my septic system?

Your septic system requires ongoing and regular maintenance to ensure that it functions correctly and does not pose a risk to human health or the environment.

For general advice on septic system maintenance, please watch our [video](#).

For specific maintenance requirements related to your system, speak with your accredited service technician. Additionally, review the conditions listed on your septic system permit and ensure that you are meeting any requirements that these conditions impose on you e.g. frequency of system service.

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

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