

PERMIT EXEMPTION ONSITE WASTEWATER MANAGEMENT SYSTEM

OVERVIEW

Please use this form to apply for an exemption for an onsite wastewater management system permit. This application relates to systems that are designed to handle a flow rate of 5000L or less per day.

If your system is designed to handle a higher flow rate, contact EPA Victoria on 1300 372 842 – you are required to apply for an EPA Licence.

Please note: If you are applying for an exemption for a permit to construct, install or alter a system, you will need to arrange for a suitably qualified and experienced land capability assessor to carry out a land capability assessment on your property unless Council advises it is not required. For more information, contact Council's Environmental Health Team on 9705 5200.

APPLICATION FEE

Installation or Alteration Fee varies – minimum fee of 14.67 fee units.

Contact Council's Environmental Health team on 9705 5200 to obtain an invoice.

APPLICATION REQUIREMENTS

Complete this form and submit the following information:

- Site plan showing the location of any: proposed/existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g. swimming pools, stormwater drains, waterways etc), onsite wastewater management system location and effluent disposal area.
- Floor plan of the dwelling.
- A copy of a Land Capability Assessment (unless advised otherwise by Council).
- A system plan detailing all parts of the proposed system, including dimensions, grades and a description of materials to be used.

WHAT HAPPENS NEXT?

Council will assess your application. You may be required to provide further information.

Once assessment of your application is complete, Council will contact you to advise you of the outcome of the application.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742

| APPLICANT DETAILS | | | |
|--|--|--------------------------------|---|
| Is the applicant the owner or an agent of the owner? | | <input type="checkbox"/> Owner | <input type="checkbox"/> Agent of Owner |
| Surname: | | First Name: | |
| Postal Address: | | | |
| Suburb: | | Postcode: | |
| Mobile: | | Telephone: | |
| Email: | | | |

The property owner must complete the below authorisation if they are not the applicant.

| PROPERTY OWNER DETAILS | |
|--|--|
| Surname: | First Name: |
| Postal Address: | |
| Suburb: | Postcode: |
| Telephone: | Mobile: |
| Email: | |
| I hereby authorise (insert applicant's name) _____ to apply for an exemption permit to (please select below) Install or Alter an onsite wastewater management system at this property. | |
| <input type="checkbox"/> | Install an onsite wastewater management system |
| <input type="checkbox"/> | Alter an onsite wastewater management system |
| Signature of property owner: | |

| SITE ADDRESS FOR WHICH THE EXEMPTION IS BEING SOUGHT | |
|--|-----------|
| Street Address: | |
| Suburb: | Postcode: |

| PLUMBER DETAILS – person undertaking installation or alteration work for the system | |
|--|--------------|
| Surname: | First Name: |
| Postal Address: | |
| Suburb: | Postcode: |
| Phone: | Licence No.: |
| Email: | |

If more than one plumber will be doing work on the system, please complete the below details:

| | |
|-----------------|--------------|
| Surname: | First Name: |
| Postal Address: | |
| Suburb: | Postcode: |
| Phone: | Licence No.: |
| Email: | |

| BUILDING DETAILS | | |
|---|------------------------------------|------------------------|
| Building Type | | |
| <input type="checkbox"/> House | <input type="checkbox"/> Office | |
| <input type="checkbox"/> Factory | <input type="checkbox"/> Shop | |
| <input type="checkbox"/> Other (please specify) | | |
| Number of people expected to use system daily | Number of bathrooms (incl studies) | |
| Number of Connected Fixtures | | |
| Baths | Sinks | Basins |
| Showers | Dishwashers | Laundry Troughs |
| Spas | Toilets | Garbage Disposal Units |
| Other (please specify) | | |

ONSITE WASTEWATER MANAGEMENT SYSTEM DETAILS

| | |
|--|--|
| Onsite wastewater management system type: (e.g. septic tank, all waste secondary sewage treatment system, advanced secondary greywater system) | |
| Manufacturer's Name | |
| Model Name | |
| Certificate of conformity no. | |

EFFLUENT DISPOSAL METHOD

| | | | | | | | |
|--------------------------|------------------------|-------------------------|--|-----------|--|-----------|--|
| <input type="checkbox"/> | Absorption trenches | Length (m) | | Width (m) | | Depth (m) | |
| <input type="checkbox"/> | Sub Surface Irrigation | Area (m ²): | | | | | |
| <input type="checkbox"/> | Other (please specify) | | | | | | |

GROUNDS ON WHICH EXEMPTION IS BEING SOUGHT

DECLARATION

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- I am over 18 years of age at the time of completing this application.



By marking this checkbox and signing below, I confirm that I have read and understood all the statements above.

| | |
|---------------------------------------|--|
| Applicant signature | |
| Print name | |
| Authority (if on behalf of a company) | |
| Date | |

LODGEMENT

Submit your completed form to us.



EMAIL:
caseycc@casey.vic.gov.au



IN PERSON:
Bunjil Place Customer Service
 2 Patrick Northeast Drive, Narre Warren



MAIL:
 City of Casey
 PO Box 1000,
 Narre Warren, VIC 3805

Cranbourne Customer Service
 Shop 156, Cranbourne Park Shopping Centre,
 South Gippsland Highway, Cranbourne

Please refer to the City of Casey website for opening hours

PRIVACY STATEMENT

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council’s Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council’s Privacy Officers via our website www.casey.vic.gov.au or by calling on **9705 5200**.

