

# Install or Alter a Septic System



## Overview

Please use this form to apply to install or alter a septic system that is designed to handle a flow rate of less than 5000L per day within the City of Casey.

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 Works Approval.

You may not construct, install or alter a septic system until you have been granted a permit to do so.

Please note: 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

<b>Installation or Alteration</b>	\$650.00
<b>Minor Alteration</b>	\$225.00

## Lodgement



### Email

[caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)



### Post

PO Box 1000  
Narre Warren VIC 3805

## Contact



### Phone

03 9705 5200



### NRS

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



### TIS

131 450  
(Translating and Interpreting Service)



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## Application Requirements

### Application to install a new septic system

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), septic system location and effluent disposal area.
- Floor plan of the dwelling.
- A copy of a Land Capability Assessment (unless advised otherwise by Council).
- Septic system plan detailing all parts of the proposed system, including dimensions, grades and a description of materials to be used.

### Application to alter an existing septic system

Complete this form and attach the following information:

- Site plan showing the location of: the existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g. swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area.
- Details of the existing septic system including type and method of effluent disposal.
- Floor plan of the dwelling detailing proposed changes (only if making changes to the dwelling e.g. location of new bedroom/bathroom).
- A plan detailing proposed changes to the septic system (only if making changes to the septic system e.g. adding/relocating irrigation lines). *NOTE: Alterations to your septic system may require you to provide a copy of a land capability assessment – contact the Environmental Health team on 9705 5200 to discuss whether this applies to your circumstances.*

## Applicant declaration

**By lodging this application, you declare that:**

You are the applicant or are authorised by the applicant to lodge this application.

The information provided in this application form and any attachments is true and correct.

You understand it is an offence to provide false information and penalties apply.

## What happens next?

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

If approved, your permit will be sent to you. If your permit is not approved, Council will contact you.

## 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](http://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](http://www.casey.vic.gov.au) or by calling on 9705 5200.

## Application Type

Install a new Septic System

Alter an existing Septic System

## Applicant's details

Is the applicant the owner or an agent of the owner

Owner

Agent of owner

Surname

First Name

Postal address

Suburb

Postcode

Telephone

Mobile

Email

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

## Property Owner's details

Surname

First Name

Postal address

Suburb

Postcode

Telephone

Mobile

Email

I hereby authorise \_\_\_\_\_ (insert applicant's name) to apply for a permit to  install  alter (please select), the septic system at this property.

Signature of property owner

## Site address for installation/alteration

Street address

Suburb

Postcode

## Plumber/Drainer Details – person responsible for 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	
<input type="text"/>	<input type="text"/>	
Postal address		
<input type="text"/>		
Suburb	Postcode	
<input type="text"/>	<input type="text"/>	
Phone	Licence No.	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section A – Installation of a Septic System

Only complete this section if you are applying to install a septic system. If you are applying to alter an existing system go to Section B – Alteration to an existing septic system.

### Building details

Building Type:  House  Office  Factory  Shop  Other (please specify)

No. people expected to use system daily  No. bedrooms (incl studies)

No. connected fixtures:	Baths	<input type="text"/>	Sinks	<input type="text"/>
Showers	Dishwashers	<input type="text"/>	Basins	<input type="text"/>
Toilets	Spas	<input type="text"/>	Laundry troughs	<input type="text"/>
Garbage disposal units	Other (please specify)	<input type="text"/>		

### Septic System details

Septic 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

**Absorption trenches**  
Length (m)  Width (m)  Depth (m)

**Sub-surface irrigation system** Area (m<sup>2</sup>)

**Other** (please specify) \_\_\_\_\_

## Section B – Alteration of an existing Septic System

*Only complete this section if you are applying to make alterations to an existing 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.*

Describe the proposed alterations to your septic system