

Application for a Permit to Install or Alter an On-site Wastewater Management System



Council specific information

Please use this form to apply to the Knox City Council to either construct, install or alter an on-site wastewater management system. Please note that you cannot construct, install or alter the system until Council has approved the application.

Application type

☐ Installation and/or construction of a system ☐ Alteration of a system

Applicant details

Is the applicant the owner or an agent of the owner? ☐ Owner ☐ Agent of owner

Given name: Surname:

Address:

Suburb: State: Postcode:

Postal address:
(if different to above)

Suburb: State: Postcode:

Contact details: Bus: Fax: Mob:

Email:

Property owner details

Given name: Surname:

Address:

Suburb: State: Postcode:

Postal address:
(if different to above)

Suburb: State: Postcode:

Contact details: Bus: Fax: Mob:

Email:

Would you like to receive correspondence by email? ☐ Yes ☐ No

Site address for installation / alteration

Address:

Suburb:

State:

Postcode:

Plumber / drainer

Person responsible for the construction, installation or alteration work for the system:

Plumber 1

Given name:

Surname:

Address:

Suburb:

State:

Postcode:

Contact details:

Bus:

Fax:

Mobile:

Email:

Licence number:

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

Plumber 2

Given name:

Surname:

Address:

Suburb:

State:

Postcode:

Contact details:

Bus:

Fax:

Mobile:

Email:

Licence number:

Drainer / contractor

Given name:

Surname:

Address:

Suburb:

State:

Postcode:

Contact details:

Bus:

Fax:

Mobile:

Email:

Licence number:

Effluent generation

Use of building associated with this application: ☐ Household ☐ Accommodation (eg hotel) ☐ Restaurant ☐ Other: _____

Number of bedrooms (inc. studies): _____ Number of people expected to use the system per day: _____

Number of water intensive features (complete below):

Spa: _____ Bath: _____ Swimming Pool: _____ Other (& quantity): _____

Treatment methods

Treatment type:	<input type="text"/>	Treatment capacity (litres):	<input type="text"/>
Treatment equipment:	<input type="text"/>	Certificate of conformance no.:	<input type="text"/>
Company name:	<input type="text"/>	Certification expiry:	<input type="text"/>
Model:	<input type="text"/>		
Additional treatments:	<input type="text"/>		

Disposal methods

Method of effluent disposal (please complete below the method by which the wastewater from the system will be disposed):

Absorption

Trenches length (m): Width (m): Depth (m):

Irrigation system

Sub-surface (m2): Surface (m2):

Other disposal method measurements:

Supporting documents – please only submit paper copy if electronic documents are unavailable

- ☐ **Certificate of title** - A copy of a current certificate of title for the allotment, including a plan of subdivision.
- ☐ **Locality map** - A general locality map, including directions on how to locate and identify the property.
- ☐ **Block plan** – Provide a block plan (minimum scale 1:100) showing the location of the premises including street/lot numbers, location of all nearby streets, dimensions of all boundaries, location and dimensions of all buildings or proposed buildings, easements, streams, water tanks, swimming pools, excavations, driveways, gas pipes and underground services, stormwater drains, water pipes, existing tank systems, location of the proposed septic tank, treatment plant & effluent disposal system, the position of north and the fall of the land.
- ☐ **Floor plan** - A detailed floor plan of the dwelling. Clearly distinguish between existing and proposed details
- ☐ **Owners certification** - If applicant is not the owner please provide written authorisation from the owner if the form is signed by someone other than owner.
- ☐ **System plan** - A detailed plan and section (scale of not less than 1:100) of all parts of the proposed on-site wastewater system, showing all dimensions and grades (including any applicable wells, dams etc).

☐ **Current certificate of conformance** for the system.

☐ **Specification** - Specification describing materials to be used in the construction and where required by the Council's Authorised Officer, other additional information necessary to show that the on-site wastewater system will, if constructed in accordance with such specifications, comply with regulations.

☐ **Summary of data calculation** - Provide a summary of the calculations used to size system components.

☐ **Effluent disposal details** - Provide a full description of the proposed means for treating the effluent.

Payment and lodgement details

The applicable fee is listed below and is valid from 1 July 2025 to 30 June 2026 (GST exempt)

Permit to construct, install or alter a septic tank system - **\$822.00**

- Payments by cash/cheque/efpos/telephone (cheque made payable to Knox City Council. Payment reference required for telephone payments – located on invoice).
- Online payment is available at www.knox.vic.gov.au/payments. Click on Food & Health Renewal Registration and follow the prompts. Refer to your invoice for your online payment reference.
- Please note, your invoice must be attached to this completed form when submitting.

If you intend to post or fax this form, please use the following details:

Knox City Council, 511 Burwood Hwy, Wantirna South VIC 3152

Telephone: 03 9298 8000

Fax: 03 9298 8252

Email: health.services@knox.vic.gov.au

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 signing below I confirm that I have read and understood all the statements above

Signature of Applicant:	<input type="text"/>	Print name:	<input type="text"/>
Authority: (if signing on behalf of a company)	<input type="text"/>	Date:	<input type="text"/>

Privacy Statement

The information gathered in this form is used by Council to process the application. To view Council's privacy policy, please go to www.knox.vic.gov.au or visit the Knox City Council Civic Centre.