

Application for Permit to:

Install/Alter A20 - Onsite Wastewater Management Systems



Environment Protection Act 2017

Lifestyle Capital of Victoria

Information for the Installation of Onsite Wastewater Management Systems

Onsite Wastewater Management Systems (OWMS), including septic tank systems, are used on residential, community and business premises to treat and dispose of wastewater. The OWMS includes the treatment plant and all beds, sewers, drains, pipes, fittings, appliances and land used in connection with the plant.

A permit from Council is required to construct, install or alter an OWMS with a design or actual flow rate of sewage not more than 5,000 litres on any day. Systems that can treat in excess of 5,000 litres per day require approval from the EPA. Please contact EPA Victoria for further information.

Application process

To apply for a permit to construct, install or alter an OWMS, an application must be made to the Environmental Health Unit with the following:

1. Completed application form;
2. Detailed site plans and specifications of the OWMS, including location and effluent area;
3. House floor plan detailing the location of all plumbing fixtures;
4. Land Capability Assessment (LCA);
5. A copy of a certificate of conformity, confirming that the proposed onsite wastewater treatment plant meets the appropriate standard, or a copy of an exemption granted by the EPA; and
6. Make payment of the associated application fee.

Council's statutory duty is to assess applications within 42 days of receipt.

Please note – Council cannot accept an application without the above-mentioned documentation. Incomplete applications will not proceed, and the statutory clock will stop. The applicant will be sent a request to provide additional information. It is the applicant's responsibility to inform the property owner of a further information request.

Fees

The fees that Councils are permitted to charge in relation to OWMS permit applications are prescribed within the *Environment Protection Regulations 2021*. Following receipt of the completed application, you will be invoiced for the base application fee. Applications will not be assessed until payment is received. For complex applications that exceed the base fee, a further invoice may be issued following completion of the assessment. Minor alterations have a flat application fee.

Fees Applicable 2026/2027:

ONSITE WASTEWATER MANAGEMENT SYSTEMS (OWMS)	Fee
Construct, install or alter OWMS permit application fee (minimum)	\$844.00
Construct, install or alter OWMS hourly permit application fee (additional fee for assessments exceeding 8.2 hours)	\$105.00
Minor alterations to OWMS	\$643.00

Inspections

The following inspections of the site and the OWMS are required:

- After receipt of the completed application, a desktop assessment and an initial inspection of the proposed site is conducted. If satisfactory, a Permit to Install may be issued. No works are to commence without the Permit to Install.
- An inspection of the OWMS prior to backfilling is required. No backfilling shall be undertaken without the approval of the Environmental Health Officer.
- A final inspection is required before a Certificate to Use can be issued. Submission of the certificate of compliance and commissioning certificate (if applicable) is required before a Certificate to Use can be issued.

Inspections of the OWMS require a minimum of 2 working days' notice and can be arranged by contacting the Environmental Health Unit on 9784 1915.

Alterations

Altering an OWMS requires a permit from Council. The Environment Protection Regulations states that an alteration to an OWMS means any change to the:

- design or construction of the system;
- operation of the system; or
- place or premises in or on which the system is located, which may increase the hydraulic flow or organic load of the system.

As per regulation 196(3) of the Environment Protection Regulations, a minor alteration consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of an OWMS.

An alteration does not include general maintenance of the system.

Plans

Plans must contain the following information:

- Location of property including street number and/or lot number
- Dimensions of all property boundaries and location of all other streets abutting the property
- Location and dimensions of all buildings or proposed buildings, water tanks, swimming pools, excavations, driveways, storm water drains and other service pipes
- Location of proposed OWMS including sewer drains
- House floor plan showing the location of all plumbing fixtures
- Details of slope of land, position of North, streams/watercourses.

Land Capability Assessment

A Land Capability Assessment (LCA) is required to be carried out under the Code of Practice – Onsite Wastewater Management 891.4 (2016) and this will include soil percolation tests within the disposal site. They are not usually required for alterations to OWMS if the alteration does not require the substantial modification of the existing system.

The LCA is to be carried out by a suitably qualified assessor who will recommend a design for effluent disposal, based on the results of the test. When selecting a consultant, please consider their experience as a soil specialist, their knowledge of land assessment, their qualifications for land assessment, and ensure they have adequate professional indemnity insurance. Make sure that the assessor you employ is aware of and will follow the EPA guidelines for LCA's. The LCA forms part of the application to install an OWMS.

Other Information

Specific Requirements for the Installation

- ALL INSTALLATIONS SHALL COMPLY WITH: *Environment Protection Act 2017*, Code of Practice – Onsite Wastewater Management 891.4 (2016) or latest revision, AS 1547:2012, the 'Appropriate standard' as defined in regulation 4 of the Environmental Protection Regulations, AS 3500.1:2021 National plumbing and drainage code and any Council policy & guidelines.
- Electrical work is to comply with the requirements of United Energy.

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Please complete and return this application form to:

To: Environmental Health Unit
Frankston City Council
PO Box 490
Frankston 3199

Civic Centre
Corner Young and Davey Streets Frankston
Phone: (03) 9784 1915
Email: info@frankston.vic.gov.au

Authorisation Details		
Applicant Name		
Address		
Phone:	Mobile:	
Email:		
I hereby apply for permission to install/alter an onsite wastewater management system and enclose the following information. I undertake to indemnify Frankston City Council from any and all claims and actions arising from the conduct of works arising from information supplied relevant to this application.		
Date:	Applicant Signature:	
Owner Name:		
Installation Address:		
Authorisation of property owner where the property owner is not the applicant: I hereby authorise _____ (insert applicant name) to apply for a permit to install/alter the onsite wastewater management system at this property.		
Date:	Name:	Signature of owner:
Contractor/Plumber Contact Details		
Contractor Name:		License No:
Contractor Address:		Phone:
Email:		
Plumber Name:		License No:
Plumber Address		Phone:
Email:		

System Type (septic tank/treatment plant):			
Size of Tank			
Method of effluent disposal to be installed:			
Absorption Trenches	☐	Length	Width
Sub Surface Drip Irrigation	☐	Irrigation area	Irrigation l/metres
Proposed Use (i.e. residence, workshop, restaurant, granny flat):			
Other			
No of bedrooms:		No of washing machines:	
Max No of occupants:		No of troughs:	
No of toilets:		No of basins:	
No of shower/bath:		No of dishwashers:	
INFORMATION PRIVACY COLLECTION STATEMENT <i>The information on this form is being collected by the Frankston City Council and its authorised contractors in accordance with its Privacy Policy and the Privacy & Data Protection Act 2014 for the purpose of installation/alteration of an Onsite wastewater management system and providing information to business operators/property owners concerning legislative requirements.</i> <i>This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.</i>			

Please Note:

“The Permit is also report and consent of Frankston City Council to the installation or alteration of the septic tank system as required by Regulation 132 of the Building Regulations 2018. You are advised that a building permit must be obtained prior to any construction work commencing.”

Please tick the following boxes to ensure your Application is complete and ready to be assessed:

- ☐ Completed application form;
- ☐ Detailed site plans and specifications of the onsite wastewater management system, including location and effluent area;
- ☐ House floor plan detailing the location of all plumbing fixtures;
- ☐ Land Capability Assessment (LCA); and
- ☐ A copy of a certificate of conformity, confirming that the proposed onsite wastewater treatment plant meets the appropriate standard, or a copy of an exemption granted by the EPA.
- ☐ Make payment of the associated application fee - **An invoice for payment will be sent to you upon receipt of a fully completed application**