



Septic Tank - Request For Final Inspection and Certificate to Use

Environment Protection Act 1970

Once this request has been lodged with the Environmental Health Team we will endeavor to carry out a final inspection of the system and advise you of the outcome within 10 working days

You are reminded that the use of a septic tank system without a Certificate to Use is an offence and penalties under the Environment Protection Act 1970 apply.

I/We, hereby request a final inspection and for a Certificate of Use to be issued for the septic system detailed below:

Permit to Install Number: _____ Permit Expiry Date*: _____

**Please note that if your permit has expired you are required to pay a fee when submitting this request. Failure to pay the fee will result in a delay as your inspection will not be carried out and your Certificate to Use will not be issued.*

Address of Installation

Crown Allotment: _____ Lot Number: _____ Size of Land _____

Street Number: _____ Street _____

Township/Parish: _____ Postcode: _____

Property Owner/s

Surname: _____ Title Mr Mrs Miss Ms Dr

Given/ Christian Name: _____

Phone Numbers: Work: _____ Home: _____ Mobile: _____

Plumber

Surname: _____ Company Name _____

Given: _____ Licence Number _____

Phone Numbers: Work: _____ Mobile: _____

Email _____

System Details

System All Purpose Septic Tank Capacity: _____

Package Treatment Plant Make: _____

Model: _____

Other please detail _____

Disposal Field Conventional absorption / transpiration trenches

Sub-surface irrigation

Surface Irrigation

Other – please provide details: _____



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Required Documentation

The following documents must be submitted with this request for a final inspection:

<input type="checkbox"/>	Plumbing Compliance Certificate	<i>Certificate must specify that the works included the installation of the septic tank and disposal field</i>
<input type="checkbox"/>	Certificate of Electrical Safety	<i>For all systems that have a pump well fitted and for package treatment plants</i>
<input type="checkbox"/>	As constructed plan of the installation	<i>The as constructed plan must be detailed and dimensioned it should include distance from tank to house, distance from tank to first distribution box/disposal field etc</i>
<input type="checkbox"/>	Commissioning Report	<i>Package Treatment Plants only</i>
<input type="checkbox"/>	Completed installation checklist	<i>See pages 3 and 4</i>

Signature and Address for Issuing of Certificate to Use

I hereby request a final inspection of the septic tank system outlined within this request and the issuing of a Certificate to Use as the system has been installed and is now ready to use.

I have:

- completed all sections of this request including the installation checklist to the best of my knowledge.
- reviewed the Permit to Install and approved plan and ensured that all conditions have been complied met.

Signature _____ Date _____

Print Name _____

Street Number: _____ or P.O.Box _____

Street _____

Town: _____ Postcode: _____

Phone Numbers: Work: _____ Mobile: _____

Email _____

Important Note: Please be aware that an additional inspection fee will be payable should Council undertake a final inspection of the system as request and it is determined that the system does not comply with the requirements of the permit or that the installation is not complete.

Office Use: Receipt Number: _____ Date: _____

Privacy statement

Personal information collected by Council is held securely and used solely for municipal purposes as specified in the *Local Government Act 1989*. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au

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Installation Checklist

To be completed by plumber/owner and submitted with the request for final inspection.

Please mark as appropriate		Office Use:
YES	NO	Officer Comments

All System Types

Does the system type installed match the approved system as detailed in the permit?

Does the disposal field type and size match the approved field as detailed within the permit?

Have all openings to the septic tank / package treatment plan been raised to ground level?

Has the system been installed as per the approved plan? Please note this includes location

Has a diversion drain been constructed to sufficiently divert water around the disposal field?

Is the disposal area protected from stock and vehicles?

Has a pump well been installed?

If a pump well or package treatment plant has been installed:

Has an outlet filler been fitted to the tank? (pump well only)

Has an alarm and light been fitted to the package treatment plant / pump well?

Has all the electrical work associated with the pump / package treatment plant been completed and a Certificate of Electrical Safety Issued?

Conventional Absorption / Transpiration Trenches – if installed

Has the correct length of trench been installed?

Have distribution boxes been installed in the center of the trenches if the length of the trenches exceeds 20 meters?

Do any of the trenches exceed 40 meters in length?

Are all distribution boxes easily accessible and visible?

Was geofabric used to cover the aggregate prior to backfilling the trenches?

If required by permit to install:

Has soil been imported for the covering of the trenches?

Was gypsum spread over the base of each trench?



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Please mark as appropriate		Office Use:
YES	NO	Officer Comments

Sub –surface Irrigation (Pressurised) – if installed

Has the correct length/area of disposal field been installed?			
Have Vacuum breakers/air release vales been installed at the highest point in each field/zone?			
Are taps and individual lines provided for each designated irrigation area?			
Was all soil preparation undertaken as required by the permit to install?			
Has a mesh/disc filter been installed in a safe and accessible location?			
Has a flush valve been installed at the lowest point of the field?			
Has a minimum of 2 “reclaimed water in use” warning signs been installed?			

Surface Irrigation – if installed

Has the correct length/area of disposal field been installed?			
Has a plant been installed per dripper?			
Are all dripper heads fitted and functioning correctly?			
Are taps and individual lines provided for each designated irrigation area?			
Was all soil preparation undertaken as required by the permit to install?			
Has mulch been distributed along all dripper lines as required by Permit to Install?			
Has a minimum of 2 “reclaimed water in use” warning signs been installed?			

Signature

Signature: _____ Date _____

Print Name: _____

Office Use	Comments:	Site Visit Date:
	Officer:	