



Permit to Install (PTI)

Process brochure

To install an onsite wastewater management system within the Corangamite Shire, you must first apply for and obtain a Permit to Install (PTI) through Councils Environmental Health Team.

A permit is required to ensure the following

- That the property is suitable for onsite wastewater management
- The proposed wastewater management system holds an appropriate Certificate of Conformance under AS/NZS 1546
- That the proposed system is compliant with EPA 891.4 - Code of Practice for onsite wastewater management
- That the system will not cause any conditions, which are liable to be hazardous to health or create a nuisance.
- That the system will not pollute water sources and or surrounding environments

Installing an onsite wastewater management system without a Permit is an offence under the Environmental Protection Act and can result in penalties being issued and / or the matter being brought before the magistrate court.

To obtain a PTI the following steps should be followed

Please keep in mind the processing timeframes when applying

1. Procure a PTI application form from our website: Septic systems - Corangamite Shire. Or by contacting Council Environmental Health on 5593 7100 or by email at eho@corangamite.vic.gov.au.

3. Once the completed application is received by Council, an invoice will be issued to the applicant within 2 working days. Payment of the invoice is required within 30 days of invoice issue date.

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2. Complete, sign and submit the application form with the required supporting documentation including:

- a. plans of the property and the intended placement of the wastewater system in relation to dwellings and property boundaries (setback distance measurements must be included)
- b. House plans detailing the number of bedrooms and wastewater generating fixtures.
- c. Soil report if available
- d. Land Capability Assessment (where applicable)

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4. Once payment has been received, assessment will commence by Councils Environmental Health Officer (EHO).
 - a. If no further information is required, the PTI will be issued and sent by email.
 - b. If further information is required, the applicant and / or plumber will be contacted requesting additional details and / or a site inspection organised to discuss options.
 - c. If multiple constraints against onsite wastewater management are identified and / or a suitable system cannot be decided upon, a Land Capability Assessment (LCA) will be requested to design a site-specific wastewater management system.

This process takes approximately two weeks depending on additional information that is requested.

5. A PTI must be received prior to installation of the system.

7. The EHO may make alternative inspection arrangements if they are not available at the identified time. This will be at their discretion.

6. Notify Council Environmental Health at least one-week prior to installation to ensure a final inspection can be undertaken by an EHO during the installation phase and prior to backfilling over the disposal area.

8. An Approval to Use Certificate will be issued upon:
 - a. A compliant final inspection
 - b. Receipt of copies of 'As Laid' plans and plumbing Compliance Certificates within 5 days of installation in adherence with the *Building Act 1993*

9. Once the ATU has been issued, the system can then be used. Please note an ATU will be required to obtain a Certificate of Occupancy (if applicable)

10. Necessary ongoing maintenance requirements outlined in the ATU must be completed on the septic system and maintenance reports supplied to Council within 30 days.

Should additional wastewater management fixtures be proposed and / or the system require structural works, a Permit to Alter must first be applied for and obtained prior to any additions or structural work being undertaken, following the above steps.