



## Environmental Health Information Sheet 17

### SEPTIC APPROVAL CHECKLIST

#### Local Council Approval

- *A single residential dwelling*
- *Any other building that produces not more than 540 litres of sewage/day*

An application should be submitted to the Council with the following information:

1. A completed application form;
2. TWO copies of the site plan (scale 1:100) showing:
  - a) The location of the apparatus and all drains and pipework;
  - b) The distance of apparatus from all buildings, boundaries, bores waterways etc; and
  - c) Distance of all leach drains or soakwells from trafficable areas;
3. Application Fee of \$216.00 (including GST).

If all the required information is supplied and the site presents no special problems we aim to achieve an approval time of 24 hours. Once the system has been approved you will be issued with a written approval and you may commence construction.

#### Health Department Approval

- *Any other application*

Before approving an application the Health Department of WA requires a site report from the local authority. You must contact the Council to obtain a report.

***Applications submitted direct to the Department without a report will incur delays.***

An application should be submitted to the Council with the following information:

1. A completed application form;
2. THREE copies of the site plan (scale 1:100) showing:
  - a) The location of the apparatus and all drains and pipework;
  - b) The distance of all leach drains or soakwells from trafficable areas;
  - c) Distance of all leach drains or soakwells from trafficable areas;
3. Local Government report.

Fees calculated below:

	Fee
Application Fee	\$216.00
<i>Payable to the Executive Director of Public Health:</i>	
Health Department of WA Application Fee	\$ 35.00 (GST free)
<i>Payable to the Shire of Capel:</i>	
Local Government report fee	\$ 75.00

### **INSPECTION ON COMPLETION**

### **ALL SYSTEMS ARE REQUIRED TO BE INSPECTED PRIOR TO BEING USED.**

When construction is complete the installer **MUST** advise the Council that the system is ready for inspection. An appointment must be made with Council's Environmental Health Officer to inspect the system and it may not be used until it is certified.

Please do not hesitate to contact the Council on (08) 9727 0222 for further information.

### **WHEN CONSTRUCTION IS COMPLETE**

Contact the Council on (08) 9727 0222 to arrange inspection of the system.  
Inspection will include:

- An inspection of the septic tanks;
- An inspection of the leach drains or soakwells;

### **NOTE:**

- The septic tanks should be full of water and the drains either full of water or pressurised for an air test;
- The leach drains should be exposed and available for visual examination;
- Any requirement for an inverted system will require a pump pit, pump and alarm system to be fully operational before it is permitted to be used.

When completed and inspected a certificate will be issued permitting the use of the system.

**It is an offence to use a system without a permit.**

**It is the responsibility of the APPLICANT to ensure that all conditions are satisfied.**

**Please do not hesitate to contact the Environmental Health Section of the Council for further information.**

**NOTE: THE PARTICULARS OF THIS BROCHURE ARE SUPPLIED FOR INFORMATION ONLY.  
VERIFICATION OF THE INFORMATION CONTAINED HEREIN IS RECOMMENDED.**