

Appendix 3. Checklists

Appendix 3.1 Permit application assessment checklist

The checklist provided in Table 70 can be used by councils as a tool to prompt, document and record the outcomes of the permit application assessment process.

The checklist can be customised to match the complexity of each permit application. Not all elements in the checklist may need consideration for every situation (for example, cost). The extent and level of assessment should be guided by the physical nature of the site in terms of the site, soil and environmental features and the scale of the development activity.

Table 70: Permit application assessment process checklist

Element	Sub-element	Literature references	Satisfactorily considered and addressed
Permit application assessment			
Prescribed matters	Application form completeness	EP Act 2017, Part 4.5 EP Regulations, Part 3.3, Cl. 25, 26(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Detailed plans, specifications, and particulars: <ul style="list-style-type: none"> • Site plan • Floor plan • Specifications • Proposed construction details 	EP Regulations 26(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Details of the development activity (proposed use)	EP Regulations 26(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Wastewater treatment plant: <ul style="list-style-type: none"> • Certificate of conformity, or • Exemption granted by the Authority 	EP Regulations 26€(i) 26€(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Description of the proposed method of treatment and management of the effluent and evidence confirming the system	EP Regulation 26(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Element	Sub-element	Literature references	Satisfactorily considered and addressed
	is appropriate for the proposed use		
Suitability assessment			
Treatment plant	Type	GOWM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Permissibility (i.e., Sewered vs Unsewered)	GOWM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Proposed use (i.e., EDS, RS (indoor), RS (Outdoor))	GOWM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Site	Locality	EDRS Technical Guidance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Lot size and available area	EDRS Technical Guidance Section 3.6.1.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Climate	EDRS Technical Guidance Section 3.5 guidance tables	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Landform and slope	EDRS Technical Guidance Section 3.6.1.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Surface and subsurface features	EDRS Technical Guidance Section 3.5 guidance tables	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Soils	Physical characteristics	EDRS Technical Guidance Section 2.6 and Section 3.6.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<ul style="list-style-type: none"> • soil category • depth • fragments • dispersiveness 		

Element	Sub-element	Literature references	Satisfactorily considered and addressed
	<ul style="list-style-type: none"> groundwater saturation (seasonal) 		
	Chemical characteristics:		<input type="checkbox"/> Yes
	<ul style="list-style-type: none"> proposed soil treatments 		<input type="checkbox"/> No
			<input type="checkbox"/> N/A
Environment	Surface waters		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
			<input type="checkbox"/> N/A
	Groundwaters and bores		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
		<input type="checkbox"/> N/A	
	Vegetation and biodiversity values		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
			<input type="checkbox"/> N/A
	Environmentally sensitive receiving environments	EP Regulation 28(h)(i)	<input type="checkbox"/> Yes
	Examples:		<input type="checkbox"/> No
	<ul style="list-style-type: none"> freshwater lakes sites located in sandy areas with high water tables receiving waters at risk of algal blooms from nutrients drinking water catchment aquaculture area 		<input type="checkbox"/> N/A

Functionality assessment

Design	Matters relating to the EDRS design:		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
	<ul style="list-style-type: none"> consistency with planning requirements and restrictions 		<input type="checkbox"/> N/A
	<ul style="list-style-type: none"> appropriateness of method of effluent distribution 		
	<ul style="list-style-type: none"> alignment with Australian Standards 		

Element	Sub-element	Literature references	Satisfactorily considered and addressed
	<ul style="list-style-type: none"> compliance with water and sewer authority requirements factors related to ongoing maintenance requirements 		
Constructability	Matters relating to construction of the EDRS: <ul style="list-style-type: none"> site access distance from treatment plant slope soil stability availability/accessibility of services (e.g., power) 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Costs²³	Matters relating to the financial cost of the EDRS as a function of the scale of the development: <ul style="list-style-type: none"> cost of construction cost of operation cost of ongoing maintenance 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Regulatory assessment			
Prescribed matters confirmatory check under EP Regulations Part 3.3	Satisfactory assessment of the environmentally sensitive nature of the site and suitability of the site for the system and EDRS	EP Regulation 28(h)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Satisfactory assessment of the system and EDRS for the site and proposed use	28(h)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Satisfactory alignment of the system and EDRS with any design specifications	28(h)(iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

²³ The cost-effectiveness of systems is a principle raised in AS/NZS 1547:2012 and the Principles of Environment Protection (Part 2.3 - Victorian *Environment Protection Act 2017*). It is acknowledged, however, that a cost evaluation would only be required in non-standard situations.

Element	Sub-element	Literature references	Satisfactorily considered and addressed
	Satisfactory assessment of the availability and size of the land in which the EDRS is proposed	28(h)(iv)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Satisfactory alignment between the proposed system and any findings of the LCA (if required under regulation 26(2)€)	28(h)(v)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A