



Onsite Wastewater Management System Inspection Checklist: License Renewal Septic Tank

Council will review this inspection checklist, any action items that may be required, and will either renew the Onsite Wastewater Management System License to Operate with or without conditions. If the action items are substantial and/or a public and environmental risk, Council will issue an Order to the property owner to rectify the defective system within a specified timeframe.

1. Plumber, Property, and Inspection Details

Licensed Plumber / Service Agent (AWTS only) Name

License Number

Business / Company Name

ABN

Email Address

Phone Number

Inspection Date

Weather Conditions

Property Address

Property Owner/s Name

No. of Bedrooms

No. of Residents

Building/s Serviced by Septic Tank

Dwelling Water Source

Rainwater Bore water Town reticulated supply

2. System Type

- Conventional System – Complete Part A & C
- AWTS – Complete Part A, B, D
- Other (Specify)- Complete all applicable parts of this form

PART A

3. Treatment System Details

No. of septic tanks	No. of pump wells	No. of collection wells	Treatment system capacity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. of Trenches/Beds	Grease traps	Other treatment system details	
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	

4. Access, Vegetation and Erosion

Are the tanks accessible?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does vegetation need to be removed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is there weed infestation over the effluent land application area?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the tanks subject to flooding or surface water infiltration?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is there erosion potential around tank or effluent application area?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

5. Tank Integrity

Are there any signs of cracks, staining, or leaks around the perimeter of the septic tank, pump well or collection well?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the tank in good condition (no cracks, leaks, or damaged lid/wall)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does the tank need urgent repair/replacement, major structural failure, undersized?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are there any offensive odours emanating from the septic tank?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are there any gaps between the tank and the lid?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Are the tank lid inspection caps accessible and can they be removed?		Yes		No
Are the tank lid inspection caps present and unbroken?		Yes		No
Is the tank lid suitable for the tank type, inspection caps over baffles/tee junctions?		Yes		No
Has the primary septic tank been desludged in the last 5 years? <input type="checkbox"/> Unknown		Yes		No
Does the tank need desludging?		Yes		No
Are the tank inlet and outlet baffles or tee junctions in place and functional?		Yes		No
Does the tank have a scum/crust layer?		Yes		No
Is there an induct vent installed and is it in a functional state? <input type="checkbox"/> Not Applicable (N/A)		Yes		No
6. Grease Trap (if installed)				
Are there any signs of cracks or leaks around the perimeter of the grease trap?		Yes		No
Is the grease trap operating effectively?		Yes		No
7. Pumps (if installed)				
Does the pump operate when needed? (Trigger float switch to check)		Yes		No
Does the high-level alarm work?		Yes		No
Has the pump been serviced in the last 12 months?		Yes		No
8. Pipework (if applicable)				
Is there any exposed pipework that should be buried?		Yes		No
Are there any signs of unsealed or leaking pipes?		Yes		No
Are the pipes connecting the septic tank, pump well, and/or collection well, or septic tank to trench, functioning and installed correctly?		Yes		No
PART B				
9. Aerated Wastewater Treatment System (AWTS) Tanks - Additional Questions				
Irrigation pump functioning properly?		Yes		No
Aeration pump /Air blower working? <input type="checkbox"/> N/A		Yes		No

Aeration filters and other components are clean.		Yes		No
Alarms working?		Yes		No
Are there chlorine tables present in the disinfection chamber's chlorine chute?		Yes		No
AWTS tank require desludging?		Yes		No

--

10. Comments, Actions or Repairs Required

Use this space to expand on items in the checklist that have been identified as non-compliant and also to detail an action plan for any rectification works. A Local Government Section 68 Application may be required depending on the extent of rectification works. Please contact Council if unsure.
Comments / Actions or Repairs Required:

--

11. Site Plan *(sketch buildings, septic tanks, effluent application areas, all water courses, dams or bores)*

--

Signature		Date	
------------------	--	-------------	--

Name & Surname	
---------------------------	--



Onsite Wastewater Management Inspection Checklist: License Renewal Effluent Application Area (EAA)

Council will review this inspection checklist, any action items that may be required, and will either renew the Onsite Wastewater Management System License to Operate with or without conditions. If the action items are substantial and/or a public and environmental risk, Council will issue an Order to the property owner to rectify the defective system within a specified timeframe.

12. Type of Effluent Application Area (EAA)

- Absorption Trench Evapotranspiration Bed Sprinkler Irrigation (AWTS only)
 Subsurface Irrigation (AWTS only) Other (Specify)-.....

PART- C

13. Absorption Trench / Evapotranspiration Bed

Are the trenches/beds accessible?		Yes		No
Is there weed infestation, vegetation to be removed from over the trench/bed area?		Yes		No
Are the trenches/beds subject to flooding or surface water infiltration?		Yes		No
Is there erosion potential within the trench/bed area?		Yes		No
Is there evidence of surface water or soggy ground over the trench/bed area?		Yes		No
Are some trenches or beds greener than others?		Yes		No
Is there evidence of surface water intrusion into the trench/bed area?		Yes		No
Is there an upstream surface water diversion device installed?		Yes		No
Is there an upstream surface water diversion device functioning appropriately?		Yes		No
Is there any indication that water on the surface of the trench/bed is effluent? (Note- Laboratory tests can be undertaken if needed)		Yes		No
Where vehicles, animals or children can access the effluent application area, is the application irrigation area protected by fencing or planting suitable shrubs around the outside edge?		Yes		No
Is a good vegetation cover established over the trench/bed surface?		Yes		No

Does the trench/bed area have good exposure to wind and sun?		Yes		No
Are the trench/bed inspection ports visible, interior of inspection port clear (i.e., no standing water or indication of trench flooding) and in good condition?		Yes		No
Is the distribution box working properly and not blocked or clogged? <input type="checkbox"/> N/A		Yes		No
Is any device installed to evenly disperse effluent evenly into trench/bed area (e.g., indexing valve)? If so, is the device visible, accessible, protected in box and set correctly to deliver appropriate volumes of effluent to specific trench/bed according to the hydraulic design? <input type="checkbox"/> N/A		Yes		No
PART- D				
14. Aerated Wastewater Treatment System (AWTS) -Irrigation Area				
No offensive odours from the irrigation area?		Yes		No
No pooling of water/surface ponding?		Yes		No
No surface runoff?		Yes		No
Irrigation area is maintained (No overgrown vegetation)?		Yes		No
Effluent leaving premises boundaries? (e.g., sprinkling or runoff to adjacent properties)		Yes		No
No high-risk areas contaminated ? (e.g., Patio, play areas, BBQ, etc.)		Yes		No
Sufficient number of sprinklers installed, equally covering the irrigation area?		Yes		No
Non-aerosol generating sprinklers?		Yes		No
Where vehicles, animals or children can access the effluent irrigation area, is the effluent irrigation area protected by fencing or planting suitable shrubs around the outside edge?		Yes		No
Warning signs displayed?		Yes		No
Warning signs are appropriately sized and correctly worded? Note: The sign should have a WHITE background with RED lettering that is at least 20mm high. It should state "RECLAIMED EFFLUENT. DO NOT DRINK. AVOID CONTACT."		Yes		No
No fruits/vegetables grown in or irrigated with reclaimed effluent?		Yes		No
Lines are back flushed (subsurface systems)?		Yes		No
Filters cleaned (subsurface systems)?		Yes		No

Auto sequence valves working (subsurface systems)?		Yes		No
Manual valves are working (subsurface systems)?		Yes		No

15. Comments, Actions or Repairs Required

Use this space to expand on items in the checklist that have been identified as non-compliant and also to detail an action plan for any rectification works. A Local Government Section 68 Application may be required depending on the extent of rectification works. Please contact Council if unsure.

Comments /Action or Repair Required:

--

Signature		Date	
Name & Surname			