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| **A03 Development Licence Exemption Application Checklist****Please note this is only for proposals which will treat more than 5000 Litres/day***Environment Protection Act 2017* s.80(5) and *Environment Protection Regulation 2021* r.24 |
| **Applicant:** | Xxxxxx Pty Ltd |
| **Site address:** | Xxxxxx Road xxxxxx Town VIC 3XXX |
| **Activity Description:** |  |

This checklist has been developed to help applicants address the key issues that EPA will consider when conducting assessment of your application. The entries shown in the “References in application column” are just by way of example. Please use an “X” to choose the “YES” or “NO” option by hovering your mouse over the chosen response box and selecting.

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| **WASTEWATER TREATMENT** | **YES** | **NO** | **Reference in application** |
|  | Have you received Pathway advice from EPA to apply for an A03 development licence exemption? |[x] [ ]  Section X.X, Page x of Document X |
|  | Is the application for a wastewater system that will be used to treat, discharge or deposit sewage (including sullage) where the volume exceeds a design or actual flow rate of either 5000 litres per day or 5000 litres on any day? |[ ] [x]  Section X.X, Page x of Document X |
|  | Is the proposal for a new development/site?  |[x] [ ]  Section X.X, Page x of Document X |
|  | Is this a proposal for development in relation expansion of an existing operation?  |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to Q.4, do you have any “Section 73 statement/s as to whether the activity specified in development licence is completed”, or do you have an existing EPA Permission?\*\*Please provide details in your application. |[x] [ ]  Section X.X, Page x of Document X |
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 | Have you calculated the wastewater volumes that will be treated, discharged or deposited based on the estimates 'No. of persons' and the 'Daily Flow (Litres/person)?  Refer to [Publication 500](https://www.epa.vic.gov.au/about-epa/publications/500) Table 2.    |[x] [ ]  Section X.X, Page x of Document X |
|  | Will the wastewater treatment process incorporate the use of a wastewater stabilisation pond? |[ ] [x]  Section X.X, Page x of Document X |
|  | Have you included a process flow diagram to show the different parts of the system in relation to their role within the treatment process?  |[ ] [x]  Appendix 1 of Document X |
|  | Are there any balance tanks to minimise surge flows being proposed? |[ ] [x]  Section X.X, Page x of Document X |
|  | Will wastewater be treated using a mechanical treatment system? |[x] [ ]  Section X.X, Page x of Document X |
|  | Will the wastewater treatment plant use a customised/bespoke design? |[ ] [x]  Section X.X, Page x of Document X |
|  | Will wastewater be treated using a lagoon (pond) based treatment system? |[ ] [x]  Section X.X, Page x of Document X |
|  | If you answered “yes” to the previous question, will the lagoon allow for at least 25 days of storage, based on the lowest storage volumes towards the end of summer irrigation?\*\* This detention time is for helminth control. |[ ] [ ]  N/A |
| **EPA Assessing Officer Comments:**  |
| **SITE CHARACTERISTICS**  | **YES** | **NO** | **Reference in application** |
|  | Is the site located in a floodplain or on land subject to inundation (LSIO)? **Note:** you may check if your site is subject to inundation by using: [https://digitaltwin.vic.gov.au/public/](https://digitaltwin.vic.gov.au/public/?utm_source=DataVic&utm_medium=datarecordwebpage+&utm_campaign=DataVicDTVlink#https://discover.data.vic.gov.au/dtv_config/WyI3NGNhOTZhMS1hMDM2LTRkMmItYjlkZS0xODIwOTY0NzMzOWQiXQ%3D%3D/config.json)Select “View Catalogue” - you can then select **Vicmap Hydro –Watercourse line** and also**LSIO** (type it in the search bar).  e.g.  then for both layers “add to the map”. e.g. then type in the address to get the output. |[ ] [x]  Section X.X, Page x of Document X |
|  | Are you proposing to operate the system within a Special Water Supply Catchment Area (SWSCA)?**Note**: You can check if the site is in a SWCA here: <https://mapshare.vic.gov.au/mapsharevic/> Select the  icon, then the “Water and catchment” and then the “Special Water Supply Catchment” layer   A list is also published here: <https://www.water.vic.gov.au/catchments/special-water-supply-catchment-areas>  |[ ] [x]  Section X.X, Page x of Document X |
|  | Have you assessed whether the available buffer distances of the *wastewater treatment plant, ponds or irrigation areas* comply with those outlined in Table 5 of the [Separation distance guidelines](https://www.epa.vic.gov.au/about-epa/publications/separation-distance-and-landfill-buffer-guidelines)? |[x] [ ]  Section X.X, Page x of Document X |
|  | Are you proposing an alternative *lower* buffer distances where Class A or B water is used (instead of Class C)? |[ ] [x]  Section X.X, Page x of Document X |
|  | Are you proposing an alternative *lower* buffer distances where surface waters are seasonal (or a drainage channel)? |[ ] [x]  Section X.X, Page x of Document X |
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 | Are you proposing a *larger* buffer distance due to the nearby surface water being classified as being highly sensitive or there are steep slopes or impermeable soils? |[ ] [x]  Section X.X, Page x of Document X |
|  | Are the proposed *wastewater treatment plant, ponds or irrigation areas* within 200 metres of named waterways, the coastline or a lake? |[x] [ ]  Section X.X, Page x of Document X |
|  | Are the proposed *wastewater treatment plant, ponds or irrigation areas* on land within 50 metres of registered Aboriginal cultural heritage places listed on the Victorian Aboriginal Heritage Register? |[ ] [x]  Section X.X, Page x of Document X |
|  | If you answered “yes” to the previous question, have you done an indicative search for areas of Cultural Heritage Sensitivity on the Aboriginal Cultural Heritage Register and Information System (ACHRIS <https://achris.vic.gov.au/#/onlinemap>)?*Note:* For further details, please refer to section 8 “Cultural and Social Values” of[Publication 168](https://www.epa.vic.gov.au/about-epa/publications/168-irrigation-with-recycled-water). |[ ] [x]  Section X.X, Page x of Document X |
| [ ] **PA Assessing Officer Comments:**  |
| **WATER QUALITY** | **YES** | **NO** | **Reference in application** |
|  | Does your proposal envisage the storage of untreated wastewater in a lagoon/pond? |[ ] [x]  Section X.X, Page x of Document X |
|  | If you answered “yes” to the previous question, are you proposing to install a liner (to minimise seepage into groundwater) to the recommended standard in Table 20 [Publication 1911](https://www.epa.vic.gov.au/about-epa/publications/1911-2)? |[ ] [ ]  N/A |
|  | Is the expected output wastewater quality Class A, B or C (as defined in Table 1 of [Publication 1910](https://www.epa.vic.gov.au/about-epa/publications/1910))?\*\*Outline the expected output wastewater quality Class in your application. |[ ] [x]  Section X.X, Page x of Document X |
|  | Will the wastewater be treated to a standard of BOD5 not exceeding 20 mg/L and suspended solids not exceeding 30 mg/L? |[x] [ ]  Section X.X, Page x of Document X |
|  | Where a [disinfection](https://www.epa.vic.gov.au/about-epa/publications/730) step is to be used, is the output water expected to achieve *E. coli* levels of <10 orgs/100 mL? |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to the previous question, will the water be disinfected to the relevant standard shown in Table 4 of EPA guidance ([Publication 730](https://www.epa.vic.gov.au/about-epa/publications/730))? |[x] [ ]  Section X.X, Page x of Document X |
| **EPA Assessing Officer Comments:**  |
| **WINTER STORAGE AND IRRIGATION** | **YES** | **NO** | **Reference in application** |
|  | Is a wet weather/winter storage dam (to store treated wastewater in winter months) proposed to be constructed? |[ ] [x]  Section X.X, Page x of Document X |
|  | If you answered “yes” to Q.29, are you proposing to install a liner (to minimise seepage into groundwater) to the recommended standard in Table 20 [Publication 1911](https://www.epa.vic.gov.au/about-epa/publications/1911-2)? |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “no” to Q.29, do you have a contingency plan to eliminate the need to apply wastewater to land during wet periods? |[ ] [ ]  N/A |
|  | Are you proposing to discharge the treated wastewater to land?  |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to either Q.29 or Q.32, has a water budget/ balance been calculated for to size an irrigation area and a storage dam (refer to Appendix 1 of [Publication 168](https://www.epa.vic.gov.au/about-epa/publications/168-irrigation-with-recycled-water))? |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to Q.32, have you checked that the proposed land/irrigation use is suitable for the class of wastewater produced (refer to Table 3-1 of [Publication 168](https://www.epa.vic.gov.au/about-epa/publications/168-irrigation-with-recycled-water))? |[x] [ ]  Section X.X, Page x of Document X |
|  | Do you expect to apply more than 30,000 L per day to land? |[ ] [x]  N/A |
|  | If you answered “yes” to Q. 32, have you provided a basic diagram (in your application) showing intended end-uses.\*\*Figure 1 of [Publication 1911](https://www.epa.vic.gov.au/about-epa/publications/1911-2) can be simplified/used as a basis for an end-uses diagram. |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to Q. 32, have you had a suitably qualified person (for example, an independent soil science professional) prepare a land capability assessment (LCA)? (Note: the [MAV Land Capability Framework](https://www.mav.asn.au/what-we-do/policy-advocacy/environment-water/on-site-domestic-wastewater-management) provides some guidance as does section 3.4 of the [Publication 168](https://www.epa.vic.gov.au/about-epa/publications/168-irrigation-with-recycled-water)). |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to Q.32, is the soil percolation rate described as “capable”? (refer to Publication 500 Table 3 - Item H). |[x] [ ]  Section X.X, Page x of Document X |
|  | Have you investigated the depth to the groundwater using bores or Visualising Victoria’s Groundwater website? (<https://www.vvg.org.au/vvg_map.php>) |[x] [ ]  Section X.X, Page x of Document X |
|  | Have you considered the presence of neighbouring bores? (you can use <https://www.vvg.org.au/vvg_map.php> and search using an address). |[x] [ ]  Section X.X, Page x of Document X, see the extract from the VVG website. |
|  | Is the groundwater level > 1.5 m from the surface? (refer to Publication 500 Table 3 - Item D). |[x] [ ]  Section X.X, Page x of Document X |
|  | Is the site located in Segment A groundwater area? (you can use <https://www.vvg.org.au/vvg_map.php> select “Watertable” then “Groundwater salinity”). (For a definition of groundwater Segments you may refer to Table 5.3 of the [Environmental Reference Standard).](https://www.epa.vic.gov.au/-/media/epa/files/about-epa/laws/consolidated-ers-prepared-by-epa-29-mar-2022.pdf?la=en&hash=D3030F2A5865C6B2394B12B7B53DF540) |[ ] [x]  Section X.X, Page x of Document X |
|  | If you answered “yes” to the previous question, has a Hydrogeological Assessment ([Publication 668](https://www.epa.vic.gov.au/about-epa/publications/668)) been conducted? |[ ] [ ]  N/A |
|  | Are you proposing to discharge wastewater to any surface waters or waterways?  |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to the previous question, has a risk assessment of wastewater discharges to surface waters been conducted in accordance with EPA [Publication 1287?](https://www.epa.vic.gov.au/about-epa/publications/1287-guidance-for-risk-assessment-of-wastewater-discharges-to-surface-waters) | [x]  | [ ]  | Section X.X, Page x of Document X |
| **EPA Assessing Officer Comments:**  |
| **MAINTENANCE** | **YES** | **NO** | **Reference in application** |
|  | Will the system be maintained by a third party/service agent?  |[x] [ ]  Section X.X, Page x of Document X |
|  | If you answered “yes” to the previous question, are you intending to enter into a service contract with the service agent? |[x] [ ]  Section X.X, Page x of Document X |
| **EPA Assessing Officer Comments:**  |

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| **Energy/Climate Change** | **YES** | **NO** | **Reference in application** |
|  | Provide a copy of the completed Part A of the [Climate change checklist](https://www.epa.vic.gov.au/-/media/epa/files/for-business/business-forms-and-tools/climate-change-application-checklist.docx)(which is all relevant for DL applications). |[x] [ ]  Section X.X Page x of Document X |
|  | If you answered “yes” to Q.3, are you proposing to use energy efficient equipment? Also see the [Guideline for minimising GHG emissions](https://www.epa.vic.gov.au/about-epa/publications/2048-minimising-greenhouse-emissions) (Publication 2048). |[x] [ ]  Section X.X Page x of Document X |
|  | If you answered “yes” to Q.4, have you conducted an [energy audit](https://www.energy.gov.au/business/energy-management-business/1-understand-your-energy-use/conduct-energy-audit) of existing equipment that may have a high energy consumption because of the use of inefficient equipment or systems? For example, continued use of old inefficient/old pump systems may give rise to higher energy use (and therefore extra CO2 emissions from extra energy). Also see the [Guideline for minimising GHG emissions](https://www.epa.vic.gov.au/about-epa/publications/2048-minimising-greenhouse-emissions) (refer to Publication 2048). |[x] [ ]  Section X.X Page x of Document X |
| **EPA Assessing Officer Comments:**  |  |  |  | Section 7.2 Page x of Document X |