

**Application to Register a Holding Tank or Septic Tank Replacement**  
**Onsite Wastewater Management Systems Regulation (MR 83/2003)**  
**Flows less than 10,000 litres per day - This form is in metric units**

**Section 1: General Information**

<b>1(A) Property Owner and Property Information</b>			
First name		Last name	
Company/organization			
Legal description (section, township, range/lot, block, plan/river lot)			Municipality
Civic address	City/town	Province	Postal code
Mailing address (if different than above)			
Home/business	Cell	Email	
Lot size (hectares):		Lot dimensions (m):	
This onsite wastewater management system will be installed by:    Certified Installer    Property owner			
<b>1(B) Certified Installer Information</b>			
First name		Last name	
Company name (if applicable)		Installer certificate no.	Certificate expiry date
Mailing address			
Home/business	Cell	Email	
<b>1(C) Type of Registration</b>			
New construction	Modification	Replacement	Expansion
For modification, replacement or expansion, please briefly describe the proposed work: _____			

**This application is valid for a period of one year from the date that "Authorization to Proceed" is granted. If the information submitted is incomplete or incorrect, or if the supporting documentation and/or the site plan are of poor quality, the application may be delayed, returned or rejected.**

**Personal information is collected under the authority of The Environment Act and the Onsite Wastewater Management Systems Regulation (MR 83/2003) and will be used only for administration and enforcement purposes. Information collected is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.**

## Section 2: Building/Facility Information

2(A) Type of Building/Facility	
Single family residence	Multiple family residence      Number of units: _____      Seasonal cottage/RV
Total number of bedrooms: _____	
Commercial/industrial/institutional	Please describe (e.g., restaurant): _____
Number of customers/seats/beds/units: _____	
Recreational	Please describe (e.g., campground, lodge) : _____
No. of campsites/RV sites: _____	Seasonal      Year-round
Work Camp	No. of Employees: _____      Duration of Operation (months/years): _____
2(B) Source of Drinking Water Supply	
Drilled well	Dug well      Municipal water supply      Cistern      Surface water body

## Section 3: Holding Tank/Septic Tank Specifications

3(A) Estimated Daily Sewage Flow	
Estimated daily sewage flow (litres per day): _____	<b>** See tables in Supplementary Information</b>
<b>** If flow monitoring data is being used to determine the estimated daily sewage flow, please attach flow monitoring data.</b>	
3(B) Holding Tank/Septic Tank Details	
Tank construction material: Concrete	Fiberglass      Polyethylene      Other (please specify) _____
<b>Septic tank</b>	1 <sup>st</sup> compartment (litres): _____      2 <sup>nd</sup> compartment (litres): _____
<b>Holding tank</b>	Total volume (litres): _____
Is the tank CSA B66 Certified? Yes      No	Make and model no.: _____
Are low flow water closets (less than five litres per flush) to be used to service the building? Yes      No	
GPS location of proposed septic/holding tank (if available)      Latitude: _____	Longitude: _____
<b>** The building perimeter drain (weeping tile) and sump pump are <u>not</u> to be connected to the holding tank or septic tank.</b>	

## Section 4: Setback Distances

Horizontal Set-Back Distances (in metres) [see Section 1(1)(e) of Schedule A in regulation MR 83/2003]		
Distance from holding/septic tank to:		
Nearest property boundary:	Residence/building:	Nearest well      or cistern
Watercourse:	Cut/embankment:	Swimming pool:

## Section 5: Registration Fees

Registration Fees	
Holding tank (B-20-1) \$50.00 + \$2.50 = \$52.50	<p><b>** Fees include registration fee + 5% GST</b></p> <p><i>Make cheque payable to Minister of Finance.</i></p> <p><b>GST registration no. R107863847</b></p>
Septic tank replacement (B-20-4) \$50.00 + \$2.50 = \$52.50	

## Section 6: Applicant Declaration

Property owner's signature (required): _____	Date: _____
<p>Authorized representative: If you are a Certified Installer, or other authorized person acting on behalf of the property owner, you must sign below to certify that you are acting with the property owner's full consent:</p> <p>Date: _____</p> <p>Signature: _____</p> <p>Full name (please print clearly): _____</p> <p><b>I hereby certify that the information contained in this application is correct and that the onsite wastewater management system will be installed in accordance with the Onsite Wastewater Management Systems Regulation (MR 83/2003) and Supplementary Information (2010). I acknowledge that the installation cannot proceed until I have received "Authorization to Proceed" from an Environment Officer.</b></p>	

Environment Officer Authorization		
Registration reviewed and authorized to proceed by: _____	Date: _____	EO number: _____
System inspected by: _____	Date: _____	Authorized to cover by: _____
		Date: _____

For Internal Office Use Only	
Property is located in Nutrient Management Zone N4: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>PAID:</b>
Property is located in the Red River Designated Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>
Property is located in: Provincial Park <input type="checkbox"/> Crown land <input type="checkbox"/> Sensitive area <input type="checkbox"/>	<b>Amount:</b>
Variance requested: Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Rec'd By:</b>
Date variance approved: _____	<b>MRO #:</b>
Is the property serviceable by a Municipal Wastewater Collection System? Yes <input type="checkbox"/> No <input type="checkbox"/>	
GPS Info	Septic/holding tank location Lat: _____ Long: _____
Civil Address / Legal Description: _____	

# Site Plan Diagram

The site plan must include the following information:

1. Property dimensions and boundaries, ground slope (%), driveway location
2. Location of the holding tank/septic tank and setback distances to the following:
  - Nearest property boundary
  - Nearest well or cistern
  - Watercourses
  - Residence/buildings
  - Cuts/embankments
  - Swimming pool

