



## APPLICATION FOR SEPTIC TANK RECORDS

### PLEASE NOTE THE FOLLOWING:

1. Allow **5 working days** for the search of plans.
2. If the applicant is not the property owner, consent must be obtained from the current property owner before information will be released.
3. Council will contact the applicant/owner when the information is available. Due to the age of some septic tank systems, Council may not hold the records requested.
4. Payment of **\$31.00** must be made prior to the septic tank information being released (**you are not required to pay at application, fee is charged to release records, if found**).
5. To assist our search, please provide as much information as possible.

Address of Property where plans are required: (refer to Council's Rates notice or Certificate of Title plans)	
Road Number .....	Lot Number ..... Road Name .....
Town .....	Council's Property Number .....
Parish .....	
Other Information:	
Approximate age of dwelling/building (if known) .....	
Ownership details when dwelling/building & septic tank were constructed (if known) .....	

Applicant Details (if not the Owner)	Property Owner Details
Applicant Name .....	Name of Owner .....
Signature of Applicant .....	Signature of Owner (I consent to the information being disclosed to the applicant)
Date: .....	Date: .....
Business Hours Contact Phone Number .....	Business Hours Contact Phone Number .....
Postal Address: .....	

### **Privacy Statement**

The personal information collected on this form will be used only for the administration of the Greater Shepparton City Council Health Services. Your personal information may be used or disclosed to organisations directly involved in the delivering of the service, as required by law or with your consent.

**Please turn over for payment options**

## REQUEST FOR SEPTIC TANK INFORMATION

<b>OFFICE USE ONLY</b>	Fee: \$31.00 (inc. GST)	Ledger Short Code: 10LLEX (ledger no. W4425.1.128)
Payment must not be made until after the records are retrieved.		
The applicant must speak to an Environmental Health Officer first before lodgement.		
Date of Payment:	Receipt No.:	
Officer Name:	Amount Paid:	

METHODS OF PAYMENT	
<p><b>PAYMENT AT COUNCIL OFFICE</b></p> <ul style="list-style-type: none"> <li>Payment can be made during office hours (8.15am to 5.00pm) at the Greater Shepparton City Council, 90 Welsford Street, Shepparton.</li> <li>Payment may be made by: Cash, Cheque (payable to the Greater Shepparton City Council) or EFTPOS.</li> </ul>	<p><b>PAYMENT THROUGH THE MAIL</b></p> <ul style="list-style-type: none"> <li>Please make cheque or money order payable to the Greater Shepparton City Council and crossed "Not Negotiable".</li> <li>Please return the application form and cheque or money order to: Greater Shepparton City Council Locked Bag 1000 SHEPPARTON VIC 3632</li> <li>Please do not pin or staple your cheque to the application form.</li> </ul>

COLLECTION OF RECORDS
<ul style="list-style-type: none"> <li><i>Please allow <b>5 working days</b> for retrieval of septic tank information.</i></li> <li><i>Once records are found the applicant/owner will be contacted.</i></li> <li><i>Payment of <b>\$31.00</b> must be made prior to the septic tank information being released (you are not required to pay at application, fee is charged to release records if found).</i></li> </ul> <p><i>For further information please contact Council's Environmental Health Department on (03) 5832 9731.</i></p>