



APPLICATION FOR SEPTIC TANK RECORDS

PLEASE NOTE THE FOLLOWING:

1. Allow at least **5 working days** for the search of septic records.
2. Due to the age of some septic tank systems, Council may not hold any record of a septic system for the property requested.
3. If the applicant is not the property owner, consent must be obtained from the current property owner before information will be released.
4. Payment of **\$37.00** must be made at the time of application.
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	CA Number	Road Name	Council's Property Number
Town				
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 Property 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
Preferred Delivery Details (Postal Address or Email):	
Preferred Payment Method: <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> BPay or Online (invoice will be issued to applicant via email with BPay/Online payment details)	
<i>For further information please contact Council's Environmental Health Department on 03 5832 9731.</i>	

Collection Notice

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). The "personal information" supplied on this application form is collected under the requirements of the Environment Protection Act 2017. This information may be disclosed to other areas of Council for the purposes of maintaining and updating your application and communicating with you in relation to your permit. It may also be provided to the Environment Protection Authority for the same purposes and for statistical purposes related to the application of the Act. If you do not provide the requested information we may be unable to process your application. To gain access to your personal information please contact the Health Department on 03 5832 9731.

Please turn over for payment options

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OFFICE USE ONLY (for payment in person or by mail)		
FEE :(2025/26) \$37.00		
Allocate Fee to APPLICATION SEPTIC TANK PREPAYMENTS	Receipt No:	Date paid:

METHODS OF PAYMENT	
<input checked="" type="checkbox"/> By Mail Please attach a cheque or money order made payable to the Greater Shepparton City Council to this application form and mail to the Greater Shepparton City Council, Locked Bag 1000, SHEPPARTON VIC 3632.	<input type="checkbox"/> In Person Cash, cheque, eftpos or credit card (Visa or Mastercard) payments can be made at 90 Welsford Street, Shepparton during office hours.
PAYMENT VIA BPAY/ONLINE Please tick 'BPay or Online' under preferred payment method on the front of this form and an invoice will be emailed out to you with the payment details.	