



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 **\$32.00** 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	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 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:	

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 1970. 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

REQUEST FOR SEPTIC TANK INFORMATION

OFFICE USE ONLY	Fee: \$32.00 (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>PAYMENT AT COUNCIL OFFICE</p> <ul style="list-style-type: none"> Payment can be made during office hours (8.15am to 5.00pm) at the Greater Shepparton City Council, 90 Welsford Street, Shepparton. Payment may be made by: Cash, Cheque (payable to the Greater Shepparton City Council) or EFTPOS. 	<p>PAYMENT THROUGH THE MAIL</p> <ul style="list-style-type: none"> Please make cheque or money order payable to the Greater Shepparton City Council and crossed "Not Negotiable". Please return the application form and cheque or money order to: Greater Shepparton City Council Locked Bag 1000 SHEPPARTON VIC 3632 Please do not pin or staple your cheque to the application form.

COLLECTION OF RECORDS
<ul style="list-style-type: none"> <i>Please allow 5 working days for retrieval of septic tank information.</i> <i>Once records are found the applicant/owner will be contacted.</i> <i>Payment of \$32.00 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).</i> <p><i>For further information please contact Council's Environmental Health Department on (03) 5832 9731.</i></p>