

# Request for Septic Tank System Information



Please note:

- Allow up to 15 business days for the processing of your application.
- Septic Tank System Information will be emailed unless otherwise requested

## Septic Tank System Location and Property Owner Details

Lot Number: \_\_\_\_\_ Street Number: \_\_\_\_\_ Street: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Owner Full Name: \_\_\_\_\_

Owner Postal Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

## Applicant Details

**IF THE APPLICANT IS NOT THE OWNER – I/We the applicant declares that we have consent from the owner to release and obtain a copy of the septic tank system information available from Council's archives. This is authorised by the owner's signature below.**

Applicant Name: \_\_\_\_\_

Applicant Postal Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Existing Septic System Details

Completion of the following details (where known) will assist in the retrieval of information.

(Original owner name can be obtained from your Section 32 – Certificate of Title)

Septic Permit Number: \_\_\_\_\_ Date Dwelling Built: \_\_\_\_\_

Original Owner Name: \_\_\_\_\_

Further information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Fee Payment, Form Submission and Privacy Information

### 2024 / 2025 Fee Schedule

- Archive File Recovery Fee: \$57.10

Completed forms must be returned to Golden Plains Shire Council by email ([enquiries@gplains.vic.gov.au](mailto:enquiries@gplains.vic.gov.au)); post (PO Box 111 Bannockburn VIC 3331); or in person at the Bannockburn (2 Pope Street VIC 3331) or Smythesdale (19 Heales Street VIC 3351) Customer Service Centres.

Please indicate how fee payment will be made below:

- Post – cheques are to be made out to Golden Plains Shire Council
- Phone – customer service staff will call to obtain credit card details
- In person – visit Council’s Bannockburn or Smythesdale Customer Service Centres

**Privacy Statement** – The Golden Plains Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual’s privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. Council has in place a standard operating procedure that sets out the requirements for the management and handling of personal information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer on (03) 5220 7111.

<b>Office Use Only</b>	
<b>Date Payment Processed:</b>	
<b>Receipt Number:</b>	