

Application to Renew (Extend) / Amend an On-Site Wastewater Management System (OWMS) Permit



Environment Protection Act 2017

Please note:

- Permits can only be renewed (extended) once – for a maximum of one year;
- Works must not commence until a new permit has been issued by Council;
- Please allow up to 10 business days for processing (incomplete applications may cause delays); and
- Permits and written communication will be sent via email unless otherwise requested

Application type: Renewal (Extension of Time) Amendment to Existing Permit

Permit Number: S
Expiry Date: _____

Installation/Alteration Location

Crown Allotment: _____ Lot Number: _____ Lot Size (m²): _____
Street Number: _____ Street: _____
Town: _____ Postcode: _____

Applicant Details

Given Name: _____ Surname: _____
Postal Address: _____
Town: _____ State: _____ Postcode: _____
Phone (w): _____ Phone (h): _____ Phone (m): _____
Email: _____

Property Owner Details

Given Name: _____ Surname: _____
Postal Address: _____
Town: _____ State: _____ Postcode: _____
Phone (w): _____ Phone (h): _____ Phone (m): _____
Email: _____

Plumber Details (if different to existing permit)

Given Name: _____ Surname: _____
Company Name: _____ Licence Number: _____
Postal Address: _____
Town: _____ State: _____ Postcode: _____
Phone(w): _____ Phone (m): _____
Email: _____

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Building Details

- I confirm that the building details have not changed from those contained within my original permit application.
- I have altered the house plans from my original application and have attached a modified floor and site plan.

Proposed Treatment System

- I confirm that the proposed treatment system details have not changed from those contained within my original permit application.

- I propose to vary my application and apply for the following amendments:
 - Treatment System Type: _____
 - Treatment System Location or Capacity – please attach a modified site plan.
 - Other amendments (please detail): _____

Proposed Land Application System

- I confirm that the proposed land application system details have not changed from those contained within my original permit application.

- I propose to vary my application and apply for the following amendments:
 - Land Application System Type: _____
 - Land Application System Location – please attach a modified site plan.
 - Other amendments (please detail): _____

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Applicant and Property Owner Declaration

As the property owner:

1. I approve the proposed septic tank system type and location as listed on this application.
2. I approve the licensed plumber / drainer as listed on this application to complete the septic tank installation / alteration works.
3. I acknowledge that the area of land allocated for the land application system will be constrained as follows:
 - a. No access by vehicles or livestock such as horses and cattle;
 - b. No construction of driveways, footpaths, pools, verandas or sheds; and
 - c. No raising of ground level with clay or soil after initial construction has been completed.
4. I consent to Council officers entering the property for the purpose of conducting inspections in relation to this application.
5. I understand that it is an offence under the *Environment Protection Act 2017* for the system to be used without a *Certificate to Use* having been issued and that a penalty infringement notice may be issued by Council.

Property Owner
Name: _____

Property Owner
Signature: _____ Date: _____

As the applicant, I declare that all information contained in this application is, to the best of my knowledge, true and correct.

Applicant
Name: _____

Applicant
Signature: _____ Date: _____

Fee Payment, Form Submission and Privacy Information

2024 / 2025 Fee Schedule

OWMS Permit Renewal (Extension of Time) Fee: \$135.70

OWMS Permit Amendment Fee: \$169.51

Completed forms must be returned to Golden Plains Shire Council by email (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 Hubs.

Please indicate how fee payment will be made below:

- Post – cheques are to be made out to Golden Plains Shire Council
- Phone – Our team will contact you for payment
- In person – visit Council's Bannockburn or Smythesdale Customer Hubs

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.