

Request for Septic Tank Plans

Office Use Only			
Receipt Code	126 / 127 (Urgent)	Fees	\$34 (10 days) / \$136 (Urgent)
Receipt Number		Date	

A: Request for Septic Tank Plans

I hereby request the septic tank plans for the following property and supply the following information.

Location of property

Lot No		Street No		Street Name	
Suburb				Post Code	
Owner's full name					
Owner's postal address					
Owner's email					
Phone number					

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 plans. This is authorised by the owner's signature below.

Name of applicant			
Address of applicant			
Applicant email			
Phone number			
Signature		Date	
Consent of owner			

B: Existing Septic System Details

Completion of the following details (where known) will assist in the retrieval of plans.
(Original owner can be obtained from your Section 32 – Certificate of Title)

Permit No		Date dwelling built	
Original Owner			
Further Information			

Important Information

- **Septic tank plans can only be requested with the current property owner's approval.**
- **Some septic tank plans may not be available. A non-refundable fee applies to all applications.**
- **If you need plans to locate your system for urgent repairs please contact a plumber first.**
- **A request for septic tank plans will only be processed once the completed form and fee are received.**

Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. The information will not be disclosed to any other party unless Council is required to do so by law.