



## REQUEST FOR DOMESTIC WASTEWATER SYSTEM PLANS

### APPLICANT DETAILS

**Please Note:** If the applicant is not the registered owner, written permission is required from the registered owner prior to any information being supplied to the applicant.

Title:..... Given name(s):.....

Surname:.....

Applicant details:  Owner  Plumber  Builder  Other:.....

Applicant Address:.....

..... Postcode:.....

Phone Number:..... Mobile Number:.....

Email Address:.....

Reason For Request:.....

### PROPERTY DETAILS

Street Number:..... Street Name:.....

Township/Locality:..... Postcode:.....

Existing Permit Number (If known):..... Lot Number :.....

Previous Owner(s) (Details listed on title):.....

### DECLARATION

The information provided in this application is true and complete to the best of my knowledge

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Applicant Signature:

Date:

#### Registered owner declaration (If applicant is not the registered owner)

As the registered owner of the above property, I give my permission for information requested on this form to be supplied to the above applicant.

**All property owners are required to sign and print their name in the declaration.**

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Owner Signature:

Owner Signature:

.....

Print Name:

Print Name:

Date:..... Date:.....

## PAYMENT AND LODGMENT DETAILS

**Please note that the fee payable for this application is non-refundable and covers the time spent searching for a copy of the plan. There is no guarantee that Council will have a copy on file or be able to supply an accurate copy of the property's current wastewater system layout.**

This application form can be lodged in person at one of our Customer and Library Service Centres, by post, or emailed to [mitchell@mitchellshire.vic.gov.au](mailto:mitchell@mitchellshire.vic.gov.au).

Payment can be made in person at one of our Customer and Library Service Centres, over the phone on (03) 5734 6200 or by cheque, addressed to 113 High Street Broadford, 3658.

**MITCHELL SHIRE COUNCIL**



**Mitchell Shire Council**

113 High Street, Broadford 3658

Telephone: (03) 5734 6200 Facsimile: (03) 5734 6222

Email: [mitchell@mitchellshire.vic.gov.au](mailto:mitchell@mitchellshire.vic.gov.au)

Website: [www.mitchellshire.vic.gov.au](http://www.mitchellshire.vic.gov.au)

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**PRIVACY STATEMENT:** *Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.*

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