Applications will not be considered until the required fees have been paid and a planning permit has been issued (if required). **Please allow for up to 42 business days for issuing after payment has been received.** All fields must be completed and additional information provided to avoid delays*. Permits and written communication will be sent via email unless requested otherwise.*

|  |  |
| --- | --- |
| **Amend a permit to install or alter** | Fee: $135.70  *An application to renew must be submitted at least 15 business days before the permit’s expiry date.* |
| **Permit Number:** |  |

|  |  |
| --- | --- |
| **The Applicant** | **The Owner  same as applicant** |
| **Company/Organisation name:** | **Company/Organisation name:** |
| **Name:** | **Name:** |
| **Postal address:** | **Postal address:** |
| **Email:** | **Email:** |
| **Contact number:** | **Contact number:** |
| **Does the owner of the property consent to Council officers’ entering the property for inspection purposes?  Yes  No** | |

|  |  |
| --- | --- |
| **Plumber (installing the OWMS)** | |
| **Company name:** |  |
| **Contact name:** |  |
| **Postal address:** |  |
| **Phone number:** |  |
| **License number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Property details** | |
| **Property address:** |  |
| **Lot number:** |  |
| **Crown allotment number:** |  |
| **Section number:** |  |

|  |  |  |
| --- | --- | --- |
| **Fee payment, form submission and privacy statement** | | |
| **Please indicate how fee payment will be made** | | Post: Cheques to be made out to Moorabool Shire Council. |
| Phone: Council’s Customer Service will call the applicant to take payment. |
| In person: By visiting either of Council’s Customer Service Centres in Ballan, Darley, or at the Lerderderg Library. |
| **Form submission** | | Completed form must be returned to Moorabool Shire Council by either:   * Email (info@moorabool.vic.gov.au); * Post (PO Box 18 Ballan VIC 3342), or; * In person at the Ballan (15 Stead Street Ballan), Darley (182 Halletts Way Darley), or the Lerderderg Library (215 Main Street Bacchus Marsh) Customer Service Centres. |
| **Privacy statement** | | *Your personal information is being collected by Moorabool Shire Council for the purpose of approving your onsite wastewater management system as required under the Environment Protection Act 2017. Your information will be stored in the Wastewater database and will be used solely by Council for this purpose or a related secondary purpose unless in accordance with the provisions of the Privacy and Data Protection Act 2014. We may disclose your personal information to third parties, such as the relevant water authority for the purpose of wastewater management. Failure to provide some or all of this information may result in your application not being processed. Requests for access and/or correction should be made to Council’s Privacy Officer. For further information on how your personal information is handled, refer to Council’s Privacy Policy at* [*www.moorabool.vic.gov.au*](http://www.moorabool.vic.gov.au/)*.* |
| **Name (please print):** |  | |
| **Signature** |  | |
| **Date:** |  | |