

Transfer a Septic Tank Permit Application Form

When to Complete this Form

You need to transfer the ownership of an existing Permit to Install from one licensee to another (can be property owner, plumber or agent).

Application Fees

- Transfer a Permit to Install: \$162.15.

PROPERTY ADDRESS

Street Address: _____

Town: _____ State: _____ Postcode: _____

Lot Number: _____ Approximate Age of Dwelling: _____

Septic Licence Number: _____

PROPOSED PERMIT HOLDER DETAILS

Full Name (including Title): _____

Postal Address: _____

Town: _____ State: _____ Postcode: _____

Best Contact Number: _____

Email Address: _____



CURRENT PERMIT HOLDER DETAILS

Full Name (including Title): _____

Postal Address: _____

Town: _____ State: _____ Postcode: _____

Best Contact Number: _____

Email Address: _____

CURRENT PERMIT HOLDER TO COMPLETE

I / We, _____ being the current owner(s) of the above permit, hereby consent to the Environmental Health team of South Gippsland Shire Council to transfer the permit to the proposed.

Full Name of Current Proprietor(s): _____

Signature of Current Proprietor(s): _____ Date: _____

PRIVACY STATEMENT AND DECLARATION

I acknowledge South Gippsland Shire Council's primary purpose of collecting personal information within this Transfer a Septic Tank Permit Application Form will be used to complete your request for information. Failure to provide correct details may result in Council being unable to process your request. All personal information provided in this form will be managed in accordance with the *Privacy and Data Protection Act 2014*.

I declare that the information provided in this information is true and completed to the best of my knowledge. This application forms a legal document and penalties exist for providing false or misleading information.

Please sign and date below to state you understand the above.

Applicant Signature: _____ Date: _____

HOW TO RETURN YOUR FORM



Via Post to:
Environmental Health
South Gippsland Shire Council
Private Bag 4
Leongatha VIC 3953



Via Email: **council@southgippsland.vic.gov.au**



In Person at **9 Smith Street, Leongatha**



South Gippsland
Shire Council