

# Request for an On-Site Wastewater Management System (OWMS) Assessment



Please note:

- Allow up to 20 business days for processing – all fields must be completed and information provided to avoid delays; and
- Responses will be emailed unless requested otherwise.

## Location Details

Crown Allotment: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Lot Size (m<sup>2</sup>): \_\_\_\_\_  
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 (if not applicant)

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

## Building and Proposed Works Information

Building Type:  House  Factory  Shed  Shop  DPU  Other - \_\_\_\_\_

Summary of Proposed Works: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Existing	Proposed
No. Bedrooms:		
No. Studies:		
No. Spa Baths:		
Water Saving Fixtures:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



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- Site Plan**  
Must include:
  - Lot boundaries;
  - Street name, lot number, street number and names of the surrounding streets;
  - House or building (showing setback distances in metres to property boundaries);
  - Sheds, swimming pools, driveways, water pipes, underground power or telephone lines, open stormwater drains and dams / water bodies (showing setback distances in metres from OWMS);
  - Layout of existing OWMS (showing setback distances in metres from house / building and property boundaries);
  - Direction of North; and
  - Fall of the land in the vicinity of the land application system.
- Inspection and Report From Licensed Plumber**  
Report to confirm that the existing OWMS has been inspected; is functioning adequately; and does not require alteration.
- Maintenance Report (for aerated wastewater treatment systems only)**  
Report to confirm that the system has been serviced within the last three months.

## Applicant and Property Owner Declaration

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

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fee Payment, Form Submission and Privacy Information

### 2022 / 2023 Fee Schedule

- OWMS Assessment: \$162.20

Completed forms must be returned to Golden Plains Shire Council by email ([enquiries@gplains.vic.gov.au](mailto: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 Service Centres.

Please indicate how fee payment will be made below:

- Post – cheques are to be made out to Golden Plains Shire Council
- Phone – customer service staff will call to obtain credit card details
- In person – visit Council’s Bannockburn or Smythesdale Customer Service Centres

**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.

### Office Use Only

Date Payment Processed:

Receipt Number:

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This page has been provided to assist drawing a site plan. Alternatively, feel free to use an architect's plan, map or any other source that includes information requested in checklist below. For an example refer to Council's OWMS Permit Application Guide available at [www.goldenplains.vic.gov.au](http://www.goldenplains.vic.gov.au).

- |  |   |
|--|---|
| <input type="checkbox"/> Lot boundaries  | <input type="checkbox"/> Layout of proposed (and existing if applicable) septic tank system*^                 |
| <input type="checkbox"/> Street name, lot number, street number and names of surrounding streets   | <input type="checkbox"/> For subdivisions – proposed property boundaries and proposed open stormwater drains# |
| <input type="checkbox"/> House / building*   | <input type="checkbox"/> Fall of the land in the vicinity of the land application system                      |
| <input type="checkbox"/> Sheds, swimming pools, driveways, water pipes, underground power and telephone lines, open stormwater drains and dams / water bodies# | <input type="checkbox"/> Direction of North   |

\* Include setback distance in metres from property boundaries

# Include setback distance in metres from septic tank system

^ Include setback distance in metres from house / buildings