

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 (m²): _____
 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

2024 / 2025 Fee Schedule

- OWMS Assessment: \$172.50

Completed forms must be returned to Golden Plains Shire Council by email (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 Hubs.

Please indicate how fee payment will be made below:

- Post – cheques are to be made out to Golden Plains Shire Council
 Phone – Our team will call you for payment
 In person – visit Council’s Bannockburn or Smythesdale Customer Hubs

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:

