



## Application to Amend a Septic Tank Permit

- Minor Amendment: Changes to one component of the system or reassessment of the same system designed by a different installer.
- Major Amendment: Changes to two or more components of the system.

### Important Notes:

1. An Amendment application is required when a Septic Tank Permit to Install has already been issued.
2. The Amendment will be assessed, and an Amended Permit to Install Issued before works can commence.

### What to Include:

1. Septic site plan to scale – (no less than 1:100) showing proposed dwelling and ancillary buildings/structures, location of the proposed Septic tank system.
2. Floor Plan of the proposed dwelling to scale, clearly showing dimensions and existing/proposed rooms and structures.

Is the applicant owner or an agent of the owner?     **Owner**     **Agent of Owner**

Title *		Surname *		Given Names *	
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### Address

Street Address *					
Suburb/Town *		State *		Postcode *	

Mobile		Phone	
Email address *			

### Current Owners Details

Title *		Surname *		Given Names *	
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Street Address *					
Suburb/Town *		State *		Postcode *	
Mobile *		Phone			
Email address *					

## Declaration

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

Name of person making this application *		Date *	
Signature of person making this application *			

## Description of Amendment Requested

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## How to Lodge and Pay

Lodgement can be electronically lodged via Email to: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

**In Person at:** 9 Smith Street Leongatha Vic 3953

### **By post to:**

South Gippsland Shire Council  
9 Smith Street, Private Bag 4  
Leongatha VIC 3953

<b><u>Payment Options:</u></b>		
Online Payment Gateway:	<a href="http://www.southgippsland.vic.gov.au">www.southgippsland.vic.gov.au</a> Payment Reference: <b>Invoice will be raised once application has been processed and payment reference emailed to applicant to use the Council gateway.</b>	
Credit Card:	Please debit my Visa Card / MasterCard* (Delete as necessary)	
	<b>Card N°:</b>	<b>Amount: \$</b>
	<b>Expiry:</b>	<b>Signature:</b>
Cheque:	Payable to "South Gippsland Shire Council", Private Bag 4, Leongatha, Vic 3953.	