



Application to Transfer, Renew or Amend Existing Permit for an OWMS

Environment Protection Act 2017 (Part 4.3) & Environment Protection Regulations 2021

Moyne Shire Council
Tel: 03 5568 0555
www.moyne.vic.gov.au

Council Use Only	
Application Date :-	<input type="text"/>
Document ID:-	<input type="text"/>
Application Number:-	<input type="text"/>
Date of registration.	<input type="text"/>

Council Specific Information

Please use this form to apply to Moyne Shire Council to transfer, amend or renew an existing onsite wastewater management system (OWMS) permit. Please note this will only apply to existing permits which have been issued to install/construct or alter an OWMS.

Type of Application

- Transfer Permit** – transfer existing permit to install/alter to new owners of lot
- Renew Permit** - renew expired permit to install or alter
- Amend Permit** - amend details of existing permit to install/alter (plumber, system type or design)

Existing Permit Ref No.

Applicant Details

Title

Given Name(s)

Surname

Address

Street Address/ Postal Address

Suburb / Town

State

Postcode

Contact number

Email

Property Owner Details

Title

Surname

Given Name(s)

Address

Street Address/ Postal Address

Suburb / Town

State

Postcode

Mobile

Email

Owner Authorisation

I hereby authorise the applicant to apply to transfer/renew/amend an OWMS

Signature of Owner/s

Transfer Permit

only complete if applying to transfer a permit to a new property owner

Details of New Owner

Title

Surname

Given Name(s)

Title

Surname

Given Name(s)

Address

Street Address/ Postal Address

Suburb / Town

State

Postcode

Mobile

Email

Existing Permit Holder Signature	
Print Name	
Authority (if on behalf of a company)	
Date	

New Permit Holder Signature	
Print Name	
Authority (if on behalf of a company)	
Date	

Are there any amendments to the permit details (system types, design or plumbers details)?

NO

YES – provide details in 'Amend Permit' section

Renew Permit

only complete if applying to renew an expired permit

Requested renewal period*

**Please note that it may also be necessary to check that relevant planning permits for the lot have not expired. Renewals cannot be granted where planning permits (if required) have expired.*

Are there any amendments to the permit details (system types, design or plumbers details)?

NO

YES – provide details in 'Amend Permit' section

Amend Permit

only complete if there are changes to details of existing permit (plumber, system type or design etc.)

Change to Licenced Plumber undertaking works to install or alter OWMS

Provide details of new plumber

Title

Surname

Given Name(s)

Address

Street Address/ Postal Address

Suburb / Town

State

Postcode

Mobile

Email

Licence Number

Licence Expiry Date

Change to hydraulic loading rate of dwelling/premises

Outline changes (new floor plans of dwelling or premises to be provided if required)

Change to location of OWMS (new site plans must be provided)

Amend Permit

Change to OWMS design or type (specify below)

Change to treatment type or model

Model

Capacity (L)

Certificate of Conformity No.

Change to effluent disposal field (select and specify changes below)

Conventional absorption trenches

90mm Slotted PVC RELN drain Dosed (via poly-pipe)

- Number of trenches : _____
- Total length of trenches (m): _____
- Width of trenches (mm): _____

Pressure compensating sub-surface irrigation

- Total area of irrigation (m2): _____

ETA/ETS Beds

- Number of trenches : _____
- Total length of trenches (m): _____
- Width of trenches (mm): _____

Wick Trenches

- Number of trenches : _____
- Total length of trenches (m): _____

Other (specify)

Supporting Information to be Supplied

- Copy of Title and Title Plan for new owners (transfer only)
- Plans which show proposed changes to OWMS (if applicable)
- Copy of Certificate of Conformity for new proposed treatment plant (secondary treatment only)
- Updated floor plans of dwelling premises if there has been a change to hydraulic loading rate
- Land Capability Assessment (if determined by Council to be necessary)
- Current Planning Permit (if required)

Applications which are incomplete or do not provide an acceptable level of detail cannot be assessed and Council will require the applicant to provide further information under section 50(3) of the *Environment Protection Act 2017*.

Declaration

I understand and acknowledge that:

- 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
- I am over 18 years at the time of completing this application

- By marking this checkbox I confirm that I have read and understood all the statements above

Name of person completing this application

Date

Signature of person completing this application

Privacy Statement

Moyne Shire Council is committed to protecting all personal and sensitive information consistent with the principles set out in the Privacy and Data Protection Act 2014. Council is collecting the information on this form for the purpose of processing this application. The information will only be collected, stored, used or disclosed for the purpose for which it was collected, with your permission or as required by law.

Lodgement

Lodge the completed and signed form and all documents with:

Moyne Shire Council
PO Box 51
PORT FAIRY VIC 3284

Email: moyne@moyne.vic.gov.au

Telephone: 03 5568 0555

Website: www.moyne.vic.gov.au

PAYMENT OF APPLICATION FEES:

Upon receiving an application, Council will issue an invoice to the applicant for the relevant application fee. Payment details and options will be included on the issued invoice. **Council is unable to issue permits until the full amount of fees have been paid.**