

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
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Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service : 133 677  
ABN: 81 957 967 765

## Application to Search for Copies of Septic Tank Plans or Permits

*Building Act 1993*

This application has a fee of \$26.00

Applicant

Name:						
Postal address:			Postcode			
Phone number: Home:		Work:		Mobile:		
Are you the owner of the property? <input type="checkbox"/> Yes		<input type="checkbox"/> No, <b>you must supply a copy of letter of permission from the owner</b>				

Property Details (address you are searching for plans of)

Plan of subdivision:		Lodged plan number:					
Lot number:	Parish:		Street number:				
Street name:							
Town:				Postcode			
Title particulars: Volume:		Folio:		Approximate age of house:			
Owners name at time of construction: (if known)							

### Important Information

Under the Building Act 1993, Section 248, it is an offence to act without the owners' permission.

Please allow a minimum of 10 working days for this application to be processed.

Likelihood of plans being found –

- Built after 1997, excellent
- Built between 1990 and 1997, good
- Built before 1990, poor

Signature:	
Name:	Date: ____/____/____

#### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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## Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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