



TRANSFER AN ONSITE WASTEWATER MANAGEMENT SYSTEM PERMIT

OVERVIEW

Please use this form to apply to transfer an onsite wastewater permit e.g. a permit to install or alter an onsite wastewater management system, within the City of Casey (systems designed to handle a daily flow rate of 5000L or less).

If your system is designed to handle a higher flow rate, contact EPA Victoria on 1300 372 842.

APPLICATION FEE

Transfer an onsite wastewater management system permit: 9.93 Fee Units.

Contact Council's Environmental Health team on 9705 5200 to obtain an invoice.

APPLICANT DETAILS	
Is the applicant the property owner or an agent of the owner?	
<input type="checkbox"/> Property Owner	<input type="checkbox"/> Agent of Owner
Surname:	First Name:
Postal address:	
Suburb:	Postcode:
Mobile:	Telephone:
Email:	

The property owner must complete the below authorisation if they are not the applicant.

PROPERTY OWNER DETAILS	
Surname:	First Name:
Postal address:	
Suburb:	Postcode:
Mobile:	Telephone:

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742



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Email:	
I hereby authorise (insert applicant's name) _____ to apply to transfer permit number _____	
Signature of property owner	

PERMIT DETAILS

Permit Number:	
Street address:	
Suburb:	Postcode:

PERMIT HOLDER DETAILS

Surname:	First Name:
Postal address:	
Suburb:	Postcode:
Mobile:	Telephone:
Email:	

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 of age at the time of completing this application.

By marking this checkbox and signing below, I confirm that I have read and understood all the statements above.

Applicant (new permit holder) signature/s		Existing Permit holder signature/s	
Print Name		Print Name	
Authority (if on behalf of a company)		Authority (if on behalf of a company)	
Date		Date	



LODGEMENT

Submit your completed form to us.



EMAIL:
caseycc@casey.vic.gov.au



IN PERSON:

Bunjil Place Customer Service
2 Patrick Northeast Drive, Narre Warren



MAIL:
City of Casey
PO Box 1000,
Narre Warren, VIC 3805

Cranbourne Customer Service
Shop 156, Cranbourne Park Shopping Centre,
South Gippsland Highway, Cranbourne

Please refer to the City of Casey website for opening hours

PRIVACY STATEMENT:

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on **9705 5200**.