

Application to Transfer a Septic System



Environmental Protection Act 2017 and Environmental Protection Regulations 2021

yarraranges.vic.gov.au

Before Applying

If you are purchasing a property that has a current Permit to install a Septic System or Permit to Alter a Septic System, you will need to apply to transfer the permit into your name.

To transfer the permit, the applicant needs to have approval from the current permit holder.

Application Fee

Payment is not required upon application. An invoice of \$155.00 will be forwarded to the applicant should the transfer be approved.

Privacy Statement

Yarra Ranges Council's Safer Communities Team is collecting your personal information for the purpose of assessing your Application to Transfer a Septic System. This information may be disclosed to other institutions, if required, as permitted by legislation. This information is being collected in accordance with the *Environment Protection Act (2017)*, *Environment Protection Regulations 2021* and Council's Privacy Policy. If all the requested information is not provided, Yarra Ranges Council may be unable to process your request. You may access your application information by contacting the Safer Communities Team on 1300 368 333. For more information, see [Council's Privacy Policy](#).

Applicant Details

Who is completing this form? (please choose)

- Property owner
- Agent of the property owner

Applicant name

Organisation
(if applicable)

Phone

Email

Postal address

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Current Permit Details

What permit type is being requested to transfer? (please choose)

- Permit to Install a Septic System
- Permit to Alter a Septic System

Permit number	
Permit address	
Expiry date	

Installer Details

Has the installer changed? (please choose)

- No - Installer is the same as per the original permit
- Yes - A different installer will be used
- Unsure

If you selected **yes** or **unsure**, please complete the following installer details:

Installer name	
Postal address	
Phone	
Email	
Licence number	

New Permit Holder Details

Name	
Postal address	
Phone	
Email	

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Declaration

I declare that:

- all onsite septic system works will be in compliance with the provisions of the *Environmental Protection Act 2017* and *Environmental Protection Regulations 2021*
- the conditions and timeframes outlined in the current permit will transfer to me upon the submission of this application
- This application forms a legal document, and penalties exist for providing false or misleading information, which could result in a fine being issued

By signing this application, 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.
- The septic system cannot be used until all permit conditions have been met including all required inspections by Authorised Officers of Yarra Ranges Council and an Approval to Use Certificate has been issued by Yarra Ranges Council
- I understand the use of a septic system without approval is an infringeable offence under Regulation 34 of the *Environment Protection Regulations 2021*

Applicant name			
Applicant signature		Date	

Lodgement

Submit your completed form to us:



mail@yarraranges.vic.gov.au



In person at a [Community Link](#)



PO Box 105, Lilydale Vic 3140