

## FILE RETRIEVAL REQUEST Environmental Health Department (Wastewater)

**PLEASE NOTE THE FOLLOWING:**

1. Under the provisions of the Privacy and Data Protection Act 2014, Council is not permitted to release information on a property unless the request is made in person by the current owner of the property, or the current owner provides written authorisation allowing another person to view or receive copies of the documents contained in the property file.
2. To assist our search, please provide as much information as possible.
3. Allow 5 working days for the search of plans.
4. Council will contact the applicant/owner when the information is available. Due to the age of some septic tank systems, Council may not hold the records requested.
5. Payment of file retrieval fee (as shown on reverse) must be made prior to the septic tank information being released (you are not required to pay at application, fee is charged to release records, if found).

**Property Details:**

<b>Property Address</b>	
<b>Property Assessment Number</b>	
<b>Approximate age of dwelling/building (if known)</b>	
<b>Name of owners when dwelling/building &amp; septic tank were constructed (if known)</b>	

**Applicant Details:**

<b>Owner/Applicant</b>	
<b>Contact Phone</b>	
<b>Postal Address</b>	
<b>Email Address</b>	
<b>Signature</b>	

**Owner is applicant:**

*(if NO, include a copy of consent from the current owner)*

Yes  No

**Proof of identity provided (i.e. Driver's licence):**

*(Must accompany this application)*

Yes  No

**Information Required:**

- |                            |                          |                             |                          |
|----------------------------|--------------------------|-----------------------------|--------------------------|
| Septic permit application  | <input type="checkbox"/> | Compliance certificate      | <input type="checkbox"/> |
| Land Capability Assessment | <input type="checkbox"/> | 'As-laid' plans (site plan) | <input type="checkbox"/> |
| Permit to Install/Alter    | <input type="checkbox"/> | Permit to Use               | <input type="checkbox"/> |

Other: \_\_\_\_\_  
\_\_\_\_\_

**FEES**

Note – Payment not required at application, fee is charged to release records, if found

- |                                                |          |
|------------------------------------------------|----------|
| Initial search fee - Electronic file retrieval | \$48.90  |
| Initial search fee - hard copy file retrieval  | \$127.60 |