

SEPTIC TANK FILE RETRIEVAL REQUEST APPLICATION FORM



Please return to the City of Greater Bendigo

Galkangu - Bendigo GovHub, 189-229 Lyttleton Terrace, Bendigo, • PO Box 733, Bendigo 3552

Ph: 1300 002 642 • septicsadmin@bendigo.vic.gov.au

Property address

Age of building

Builder name/company (if known)

APPLICANT DETAILS

Current owner

Applicant/Authorised rep

Owner is applicant Yes No

If **No**, is copy of consent attached? Yes No

Contact phone number (home/work)

Contact phone number (mobile)

Email address (for the purpose of document delivery)

I would like retrieved information **emailed** to the above address

I would like retrieved information **posted** to the above address

Signature of Applicant

Date

INFORMATION (please tick required boxes)

Environmental Health \$162.50

Septic permit number (if known)

Lot number (address)

Septic permit Septic tank location Other:

Notes

OFFICE USE ONLY



Fee paid \$ Receipt to: Environmental Health:

Receipt No: Date: Taken by:

FILE RETRIEVAL INFORMATION

SEARCH PROCESS

A file retrieval form is required to be filled out before any information can be retrieved from the applicable property file.

Please read over the form carefully and ensure all relevant information is provided to assist staff with the process of finding the required plans, documents etc. Any other helpful information provided, i.e. builder's name, approximate age, previous property owners etc, may help to expedite the retrieval process.

Applicants will be contacted if further information is required. If the information applied for is found it will be emailed (subject to an email address being supplied) or hard copies can be supplied of requested file information.

Please indicate on the form which method you prefer to receive the retrieved information.

CONFIRMATION OF OWNERSHIP

If settlement has occurred in very recent times, Council's rate system may not recognize the new property owners name, therefore you may be asked to provide us with proof of ownership for the allotment, either in the form of a letter from the solicitor confirming that settlement has occurred, or a copy of the Transfer of Land signed by both parties, or a copy of the contract of sale signed by both parties.

SEARCH TIMEFRAMES

Files are located within CBD Council Offices as well as our suburban archive facility. Depending on what is contained in our CBD offices, your request may require a search to be conducted at our archive facility.

Please allow a minimum of 10 working days for any files remote from our CBD office to be retrieved.

If a file is not viewed within 3 months of the date of application, the application will be considered expired and a new application will therefore be necessary. At this time, the file will be returned to its place of origin.

SEARCH FEES

The current fee associated with the file search process is \$162.50. We cannot guarantee that a file will be recovered, nor that specific information requested will be contained on the file. ***No refund will be provided should this circumstance occur.***

PAYMENT OPTIONS AND COPY FEES

The File Search Fee of \$162.50 must be paid to the invoice sent once the application is received.

Photocopy rates:

A4 - First 10 copies free and subsequent copies \$1.00 each
A3 - \$1.00 per copy
A2 - \$1.00 per copy
A1 - \$5.00 per copy

RETRIEVAL OF INFORMATION PRIOR TO COUNCIL AMALGAMATION IN 1994

In 1994 the City of Greater Bendigo was formed by the amalgamation of the Borough of Eaglehawk, the Shire of Marong, the Shire of Huntly, the Shire of Strathfieldsaye and the Shire of Mcivor. During this time the records of each respective Shire were merged into one facility, however, during this process some files were misplaced resulting in some File Searches being unsuccessful today. Hence, we cannot guarantee that a file will be recovered, nor that the specific information requested will be contained on a file.

PRIVACY INFORMATION

Under the provisions of the Information Privacy Act, the 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 authorization to the Council allowing another person to either view or receive copies of the documents contained in the property file.