

# Application to Transfer/Amend/Renew: A20 - Onsite Wastewater Management Systems

Environment Protection Act 2017



*Lifestyle Capital of Victoria*

**Please complete and return this application form to:**

To: Environmental Health Unit  
Frankston City Council  
PO Box 490  
Frankston 3199

Civic Centre  
Corner Young and Davey Streets Frankston  
Phone: (03) 9784 1915  
Email: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

<b>Onsite Wastewater Management System Permit Number:</b>		
<b>Please tick one:</b>		
Transfer <input type="checkbox"/> (complete section 1&2)      Amend <input type="checkbox"/> (complete section 1&3)      Renew <input type="checkbox"/> (complete section 1&4)		
<b>Section 1: Authorisation Details</b> (for transfers to be completed by proposed permit holder)		
Applicant Name:		
Address:		
Phone:	Mobile:	
Email:		
I hereby apply for permission to transfer/amend/renew my onsite wastewater management system permit (as applicable) and enclose the following information. I undertake to indemnify Frankston City Council from any and all claims and actions arising from the conduct of works arising from information supplied relevant to this application.		
Date:	Applicant Signature:	
Owner Name:		
Installation Address:		
<b>Authorisation of property owner where the property owner is not the applicant:</b> I hereby authorise _____ (insert applicant name) to apply to transfer/amend/renew the onsite wastewater management system permit for this property.		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Contractor/Plumber Contact Details</b>		
Contractor Name:		License No:
Contractor Address:		Phone:
Email:		

Plumber Name:	License No:	
Plumber Address	Phone:	
Email:		
<b>Section 2: Transfer</b> - Current permit holder details (to be completed by current permit holder)		
Name:	Mobile:	
Email:		
Address:		
I hereby approve the transfer of the onsite wastewater management system permit as described above.		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Section 3: Amendment</b>		
Please describe the details of the proposed amendment:		
<b>Details of the proposed amendment to the permit (please select Yes or No as applicable):</b>		
Are there any changes to the approved onsite wastewater system, such as model or system? Yes/ No		
Is there any change to the location or method of effluent disposal? Yes/ No		
Are there any changes to the plumber or contractor? Yes/ No		
Is there a proposed increase to the hydraulic or organic load? Yes/ No		
Are there any changes to the Land Capability Assessment? Yes/ No If yes, please describe the changes and attach a copy of the updated Land Capability Assessment:		
<b>Section 4: Renew</b>		
Proposed date of completed installation:		

Has there been any changes to the information provided in your original permit application to install or alter the onsite wastewater management system? Yes/ No  
If yes, please describe the changes:

**INFORMATION PRIVACY COLLECTION STATEMENT**

*The information on this form is being collected by the Frankston City Council and its authorised contractors in accordance with its Privacy Policy and the Privacy & Data Protection Act 2014 for the purpose of transfer/amend/renew an onsite wastewater management system permit and providing information to business operators/property owners concerning legislative requirements.*

*This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.*

**Please Note:**

***“The Permit is also report and consent of Frankston City Council to the installation or alteration of the septic tank system as required by Regulation 132 of the Building Regulations 2018. You are advised that a building permit must be obtained prior to any construction work commencing.”***

**Please tick the following boxes to ensure your Application is complete and ready to be assessed:**

- Fully completed section 1.
- Completed all other relevant sections.
- For transfers – section 2 has been completed and signed by the current permit holder.
- For an amendment where there has been a change to the Land Capability Assessment, an updated copy of the Land Capability Assessment has been attached.
- Payment of the associated application fee - **An invoice for payment will be sent to you upon receipt of a fully completed application**

## Fees

Following receipt of the completed application, you will be invoiced for the application fee. Applications will not be assessed until payment is received.

**Fees Applicable 2024/2025:**

<b>ONSITE WASTEWATER MANAGEMENT SYSTEMS (OWMS)</b>	<b>Fee</b>
Transfer OWMS permit	\$162.00
Amend OWMS permit	\$200.00
Renew OWMS permit	\$135.00