



116 Adelaide Street,
Raymond Terrace NSW 2324

PO Box 42
Raymond Terrace NSW 2324

p (02) 4988 0255 | f (02) 4988 0130
e Enviro@portstephens.nsw.gov.au

ABN 16 744 377 876

Application for pre-purchase inspection On-site Sewage Management System

PART A

ADDRESS OF PROPERTY SUBJECT OF APPLICATION

Lot No.		DP		House No.	
Street			Town		

PART B

APPLICANT DETAILS

Name		Company			
Phone		Email			
Address					
Suburb		State		Postcode	
Preferred method of correspondence ☐ Email ☐ Postal address ☐ Other:					

PART C

PAYMENT

This application is subject to a fee. Current fees and charges are available on the Port Stephens Council Website or by phoning (02) 4988 0255 during business hours.

☐ Phone applicant for credit card payment ☐ In person at Council Administration Building

☐ Invoice request:

Port Stephens Council Administration building 116 Adelaide Street Raymond Terrace NSW 2324

PART D**AUTHORISATION**

Authorisation must be completed prior to receipt by Council

Owner/ Vendor Name

Owner/ Vendor Address

Owner/ Vendor Postal address (if different from above)

Suburb

State

Postcode

As owner/vendor's agent I authorize Port Stephens Council officers to enter the subject property to carry out a pre-purchase inspection of the onsite sewage management system, as requested by the purchaser/purchaser's agent.

Undersigned title

☐

Property owner

☐

Vendor

Signature

Date

Print name

PART E**SUBMIT**

Please return your completed and signed form to:

In person/mail

Port Stephens Council
Administration Building
116 Adelaide Street
PO Box 42
Raymond Terrace NSW 2324

Fax

(02) 4987 3612

Email

Enviro@portstephens.nsw.gov.au

Enquiries

(02) 4988 0255

PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: The purpose of this form is to obtain applicant and authorisation details for the purpose of conducting a pre-purchase inspection relating to the sale of a property whereby an existing on-site sewage management facility exists.

Intended recipients: Council staff.

Supply: Voluntary.

Consequence of Non Provision: A pre-purchase inspection cannot be conducted.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on 02 4988 0255 to enquire how you can access information.