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| ABN 42 686 389 537 PO BOX 151, KYNETON VIC 3444T 03 5422 0333 – F 03 5422 3623 – mrsc.vic.gov.au |

**Engineering/Drainage Plan Approval/Supervision Application**

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| --- | --- |
| I have obtained a Legal Point of Discharge permit for this site: | [ ]  Yes [ ]  No |
| Stormwater Legal Point of Discharge Reference Number: |       |
| Planning Permit Number: |       | Endorsed Town Plan:  | [ ]  Yes [ ]  No |
| \*Note: a Planning Permit must be obtained, and a town plan must be endorsed before lodging an engineering / drainage approval application. |

**Applicant Details:**

|  |  |
| --- | --- |
| Full Name:  |       |
| Postal Address:  |       |
| Phone Number: |       | Email Address:  |       |

**Property Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| House Number:  |        | Lot Number: |       |
| Street Name:  |       | Township:  |       |
| **2024/25 application fees** (please tick)**:**  | **Single Dwellings** | **2-5 Dwellings** | **5+ Dwellings / Commercial** |
| Engineering / Drainage Plan Checking and Approval | [ ]  $150 | [ ]  $350 | [ ]  $500 |
| Hold Points / Compliance Inspection | [ ]  $150 | [ ]  $350 | [ ]  $500 |

**Further Requirements:**

1. Approval/Inspection Fee is non-refundable once approved is issued.
2. To submit this form, email it to mrsc@mrsc.vic.gov.au
3. Submissions must include detailed drainage plan, computations and a compliance certificate.
4. It is the applicant’s responsibility to undertake due-diligence for underground assets by phoning Dial Before You Dig on 1100 for existing underground service information.
5. Applicants must apply for a drainage inspection prior to booking an on-site inspection (fees apply).
6. A working within the road reserve permit must be obtained prior to applying for an inspection (fees apply).

**Declaration:** [ ]  I have read and understood the above further requirements.

**Signatures:**

|  |  |
| --- | --- |
| Person’s name (please print): |  |
| Person’s signature: |  | Date: |  |

**Payment options:**

* **In person**: present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our customer service centres.
* **By Mail**: cheque or money order – payable to Macedon Ranges Shire Council, or complete Credit Card payment authorisation below. Mail this form and payment to PO BOX 151, KYNETON VIC 3444.

**Credit card payment authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
|  Mastercard |  [ ]  |  Visa |  [ ]  |
|  I authorise you to charge the following amount to my credit card: $ |       |
|  Name on card:  |       |
|  Credit card number: |    |     |    |    |    |    |    |     |    |    |    |    |    |    |    |    |
|  Expiry date (xx/xx):  |       |  Signature: |       |