



# Stormwater drainage legal point of discharge

## What you need to do



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email or by mail.



### Receive your invoice

Once your application is processed you will receive an invoice within two working days.

## Read before starting

Below are some things people often miss when submitting their application. Making sure you include this information will prevent delays and save you time.

### Documents to be provided

In order for your application to be assessed, this form must be accompanied by:

- **A copy of a site plan layout** showing the location of the existing and proposed buildings.

### How to apply

Submit this form and required supporting documentation:

- ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)
- ✉ Municipal Building Surveyor  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### In Person:

St Kilda Town Hall  
99a Carlisle Street St Kilda.

### Application fee

You will receive an invoice for the application fee of \$149.40 once your application is assessed.

### Further information

- ☎ 03 9209 6253
- 📍 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)

## 1 Declaration

I am the:

Owner

Agent of owner

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

## Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer by calling ASSIST on 9209 6777.

**2 Applicant details - person who wants the report and consent**

First name Last name

Unit number Number Street name

Suburb / locality State Postcode

Best phone number to contact you on Email

**3 Site / property details**

Unit number Number Street name

Suburb / locality Postcode

**4 Relevant building surveyor details**

First name Last name

Organisation

Best phone number to contact you on Email

## Office use only

Application  
numberDate  
lodged

## For further information or a large print version

☎ 03 9209 6253    🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)    ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)