

## Log book and maintenance record

You need to keep a record of the checks you have completed. If you have a maintenance contract with a contractor keep a record of any work carried out by them.

<b>Permit or Exemption Number</b>	
<b>Type of system</b>	SEPTIC TANK
<b>Emergency contact details</b>	

Date	Description of action taken	Name Include contractor and waste carrier licence number for sludge removal	Waste Transfer Note number
14/03/18	e.g. drainage field and sludge levels checked	AN Example (homeowner)	
JULY 2019	EMTIED SEPTIC TANK	DWD WASTE SERVICES	

