

## Copy of Building plans and documents Application

Registered property owners can apply for copies of building plans and documents. The availability and quality of plans and documents is not guaranteed, especially if the works are more than 20 years old. Please allow up to 10 business days for your documents to be retrieved.

File retrieval fee \$78.00 – non-refundable and applicable to all applications

Minimum fee of \$57.00 residential or \$87.00 commercial, for copies of plans up to a maximum of 5 plans, up to A1 in size.

Any plans in excess of this will be charged at the rates of A0 \$8.00, A1 \$6.80, A2 \$5.50, A3 \$0.60, A4 \$0.30.

Applicant details			
Given name:			
Surname:			
Organisation name:			ABN:
Street address:			
Town/suburb:		State:	Postcode:
Postal address (if different to above):			
Mobile number:		Other contact number:	
Email:			
Property address (if different to above)			
Street address:			
Town/suburb:		State:	Postcode:
Lot No:	LP TP or PS No:		
Crown Allotment No:		Section No:	
Parish/township name:			
Other: e.g. site location			
Building permit No(if known):			
Applicants declaration - If you are not the owner, please ensure that a Owners authorisation on this form is completed or a letter of authorisation from the owner or a signed offer of acceptance is attached to this application.			
I have read and understood the information and conditions. To the best of my knowledge, the information provided is true and correct.			
Signature:			Date:

<b>Owner/agents authorisation</b> (when the applicant is not the owner of the property)		
Given name:		
Surname:		
Organisation name:		ABN:
Street address:		
Town/suburb:	State:	Postcode:
Mobile number:	Other contact number:	
Email:		
<b>Owners Declaration</b>		
I have read and understood the information and conditions. To the best of my knowledge, the information provided is true and correct.		
Signature:		Date:
<b>Privacy statement</b>		
The personal information requested in this form is being collected by Murrindindi Shire Council for the purpose of this application. We will not disclose your personal information without your consent, except where required to do so by law. To view our privacy policy, visit our website at <a href="http://www.murrindindi.vic.gov.au/privacy">www.murrindindi.vic.gov.au/privacy</a>		
<input type="checkbox"/> If you do not wish for us to update our records with the information provided, please check this box.		
<b>Requested information:</b>		
Reason for request:		
<input type="checkbox"/> Copy of Building Permit	<input type="checkbox"/> Copy of Occupancy Certificate	
<input type="checkbox"/> Copy of Specifications/computations	<input type="checkbox"/> Copy of Certificate of Final Inspection	
<input type="checkbox"/> Copy of Home Owners Warranty	<input type="checkbox"/> Copy of soil test report	
<input type="checkbox"/> Copy of house plans	<input type="checkbox"/> Copy of structural plans	
<input type="checkbox"/> Other:(please specify)		
<b>Further information and conditions:</b>		
<p>Persuant to Section 248 of the Building Act 1993, a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this Act or the regulations unless the person is authorised in writing by the owner to do. These documents can only be provided to the owner, the mortgagee or their authorised agent.</p> <p>The information can only be used for the purposes / reason as completed on this form. The data is not to be sold, copied or modified without the written consent of Murrindindi Shire Council.</p> <p>If you require any assistance completing this form please contact Council on (03) 5772 0333 or via email at <a href="mailto:customer@murrindindi.vic.gov.au">customer@murrindindi.vic.gov.au</a></p>		