



Request for copy of

Building plans or documents

Property search address:

Lot no: _____ Street no: _____ Street name: _____ Suburb: _____

Applicant details:

Name: _____

Postal address: _____

Phone: _____ Mob: _____ Fax: _____

Email: _____

Copies of plans/documents to be: posted held for collection emailed (if size permits)

Please note: Printed copies incur an additional cost of \$11.40 for Domestic and \$21.80 for Commercial

Type of request (please select as appropriate):

Search request: Select to check for availability of plans or documents prior to placing a request.

Search only: \$28.00 (No GST) Plans: DOMESTIC \$100.30 (No GST) - COMMERCIAL \$125.75 (No GST)

Search only Site Plan Floor plan Elevations

Other (please specify) _____ \$ _____

Search only: \$28.00 (No GST) Plans: DOMESTIC \$100.30 (No GST) - COMMERCIAL \$125.75 (No GST)

Building permit Occupancy permit/final certificate

Soil report Builders warranty insurance

Other (please specify) _____ \$ _____

Total fees \$ _____

Important notice – please read before you sign

- A copy of the relevant rates notice or drivers licence will be required to verify the property ownership.
- If the applicant is not the property owner (i.e. is the agent of the owner), this application form must be accompanied by written consent from the current property owner(s) (please see over page).
- Please allow 5–10 working days for availability.
- **Please be advised that some of the permit plans or documents may not be legible or available.**
- Requested information will not be processed until payment is received by Council.
- **Please note all fees payable are non-refundable regardless of search results.**

Date: _____ Applicant's signature: _____

Privacy statement: Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer on 1300 787 624 or mail@cardinia.vic.gov.au



Building plans or documents
Letter of owner authorisation



Under 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 an application, appeal or referral under this act or regulations, unless the person is authorised in writing by the owner to do so.

If you are acting on behalf of the property owner, please ensure the owner of the property, for whom you are acting, has completed the details below. This authorisation must be printed, signed and returned to Council with the request application form.

Please also provide a copy of the relevant rates notice or drivers licence to verify the property ownership.

To Cardinia Shire Council Building Unit

I, _____ (insert property owner's name)

as the owner of _____ (insert property address)

Hereby authorise

_____ (insert agent's name)

of _____ (insert agent's address)

to obtain a copy of any of the following documents on my behalf (please select as appropriate)

- Building permit Occupancy permit Plans
- Soil report Builders warranty insurance
- Any other building permit documents

This information is required for the property located at:

_____ (insert property address)

Signed: _____ (Property owner to sign)

Date: _____