



# REQUEST FOR COPY OF BUILDING PERMIT AND/OR ENDORSED PLANS

### Office Use Only

Fee: \$ \_\_\_\_\_

Receipt Type: 839

Receipt No: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Owners Permission:**  Applicant is the owner of this property

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

*I hereby give the above applicant permission to obtain a copy of any permits/plans available for my property at the address below.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Property Details:

Number: \_\_\_\_\_ Street/Road: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_

Lot/s: \_\_\_\_\_ LP/PS: \_\_\_\_\_ C/A: \_\_\_\_\_ Section: \_\_\_\_\_

**Requested Documents:**  ALL  Floor Plan/Elevations  Occupancy Permit/Final Certificate  
 Building Permit  Structural Plans  Other: \_\_\_\_\_

### Brief description of Buildings/Works: (give approx details if known)

Building/Works: \_\_\_\_\_ Year Built: \_\_\_\_\_

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Building Permit No:	Surveyor:	Building Works:	Approval Date:	Location Ref:

**Permit Search Application Fees:** Non-Extensive Search (Post 1998): \$113.00

**Please provide fee with application** Extensive Search (Pre 1998): \$226.00

### Notes:

1. Councils archived permits go back to the 1940's, while Council will make all attempts possible to locate any permits that related to the property, there are no guarantee that permits can be located or still exist.
2. All attempts will be made to locate documents within 2-4 weeks of receipt of application.
3. Application fee is for the search of documents and is non-refundable if documents are not located.

### DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

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[www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

Customer Service Centre  
Colac: 2-6 Rae Street  
Apollo Bay: 69-71 Nelson Street  
P: (03) 5232 9400  
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