



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/Works: _____ Year Built: _____

Office Use Only

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

Permit Search Application Fees: Building Works constructed after 1994: \$110.00

Please provide fee with application Building Works constructed before 1994: \$220.00

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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Customer Service Centre
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Apollo Bay: 69-71 Nelson Street
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