

## 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: \_\_\_\_\_

**Has this property previously been identified as a different address:**

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 know, any additional information will assist with search)

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

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### OFFICE USE ONLY

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

\* **Permit Search Application Fees:**

On-site archive search: \$128.00

**Fee required prior to commencement of search**

Off-site archive search: \$254.00

#### Notes:

1. Councils archived permits go back to the 1940's, while Council will make all attempts possible to locate any permits that relates to the property, there are **no guarantees** 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 and applicable fee.
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 on to 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

