

**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)

** If year built not known, lesser fee will be charged.*

Building/Works: _____ *Year Built: _____

Building/Works: _____ *Year Built: _____

Building/Works: _____ *Year Built: _____

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:

- 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 guarantee** that permits can be located or still exist.
- All attempts will be made to locate documents within 2-4 weeks of receipt of application and applicable fee.
- 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

