



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: <input type="checkbox"/> Applicant is the owner of this property	
Owner: _____	
Address: _____	
Phone: _____ Mobile: _____ Email: _____	
<i>I hereby give the above applicant permission to obtain a copy of any permits/plans available for my property at the address below.</i>	
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:

<input type="checkbox"/> ALL	<input type="checkbox"/> Floor Plan/Elevations	<input type="checkbox"/> Occupancy Permit/Final Certificate
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Structural Plans	<input type="checkbox"/> 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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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:	\$139.00
<i>Fee required prior to commencement of search</i>	Off-site archive search:	\$274.00

- 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

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 Colac Victoria 3250
 E: inq@colacotway.vic.gov.au
www.colacotway.vic.gov.au

Customer Service Centre
 Colac: 2-6 Rae Street
 Apollo Bay: Visitor Information Centre
 100 Great Ocean Road
 P: (03) 5232 9400
 F: (03) 5232 9586

