



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

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

**\* Permit Search Application Fees:**                                    On-site archive search:    \$123.00  
**Fee required prior to commencement of search**                                    Off-site archive search:    \$245.00

### 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 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 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

**Colac Otway Shire**  
 PO Box 283  
 Colac Victoria 3250  
 E: [inq@colacotway.vic.gov.au](mailto: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

