

## Authority for release of building plans and/or property information

**Note:** All fees are payable for **each** Permit where information is required, and is payable prior to the release of the plans/information. Depending on the age of documentation, it may be lacking in detail and quality. Please allow 30 days for copy of plans.

I/We \_\_\_\_\_  
(owner/s name)

of \_\_\_\_\_  
(owner/s postal address)

Ph: \_\_\_\_\_ Email: \_\_\_\_\_  
(owner/s phone no.)

declare that, as the owner/s of the property known as:

\_\_\_\_\_  
(full address of property)

Please tick relevant boxes:

- Plans       Building Permit       Certificate of Occupancy, Final Certificate  
 Computations       Specifications       Soil Report

### Agent Authorisation

I/We hereby authorise the person mentioned below to act as my/our agent for the purpose of obtaining a copy of plans and/or other relevant information for the above mentioned property.

\_\_\_\_\_  
(full name of agent)

of: \_\_\_\_\_

\_\_\_\_\_  
(postal address of agent)

Email: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

OFFICE USE ONLY	
LOCATION:	COWES, INVERLOCH, MELBOURNE
Date sent: BY:	
Fee \$210.60	10-1149-1001-40069

If your plans cannot be located then Council will refund the fee paid, **less** the search fee. Refund cheques are processed on the 1<sup>st</sup> and 15<sup>th</sup> days of each month only.

Council collects and holds this personal information in accordance with the *Information Privacy Act 2000* principles.

## **Building plans and documentation search**

### **What is a building plans and documentation search?**

A building plans and documentation search is a way to access Council records for a particular building.

### **What type of information is included?**

Available Council documentation can include building permits and documentation, drawings, builder's insurance, builder's details, engineering details, calculations, occupancy permits or certificates of final inspection, building notices and orders.

### **Who can apply for a building plans and documentation search?**

All building plans and documentation are protected under the *Information Privacy Act 2014*. Only the building owner or a person with owner's consent may request a building plans and documentation search.

### **How long will a building plans and documentation search take?**

Searches will generally be processed within **30** days of application. Prior to Council amalgamations previous permits were recorded by hand in a variety of ways, which means the searches are often undertaken manually. Retrieval of files can also take time as they are stored at off-site facilities, including Melbourne.

### **Why apply for a building plans and documentation search?**

Accessing building plans and documentation can assist with dispute settlements, insurance claims, building alterations and the selling and buying of land (Section 32 of the Land Act).

### **What is the building plans and documentation search fee?**

The search/copying fee is \$210.60 (including GST).

The building plans and documentation search fee covers a search and not a result. Because of the age of the documentation and previous records management practices, Council cannot guarantee information or results. The fee is part-refundable (50%) for a failed search.