

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 10-1183-1001-40069	

If your plans cannot be located then Council will refund the fee paid, **less** the search fee. Refund cheques are processed on the 1st and 15th 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.