



**CORANGAMITE  
SHIRE**

## Request Form for Copies of Building Permit Documents and Plans

### APPLICANT DETAIL

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

If you are not the owner of the land, you must provide a signed letter of consent from the owner/s.

### PROPERTY DETAILS THAT INFORMATION IS BEING REQUESTED FOR

Number: \_\_\_\_\_ Street/Road: \_\_\_\_\_

Town: \_\_\_\_\_ Title details (lot and plan number) \_\_\_\_\_

### REASON FOR REQUEST

### BUILDING PERMIT INFORMATION YOU WISH TO RECEIVE

Permit No.: \_\_\_\_\_ Date of construction: \_\_\_\_\_

Details of works: \_\_\_\_\_

Please tick which documents you would like:

- |  |  |
|--|--|
| <input type="checkbox"/> Building Permit             | <input type="checkbox"/> Certificate of Final Inspection |
| <input type="checkbox"/> Approved Plans              | <input type="checkbox"/> Occupancy Permit                |
| <input type="checkbox"/> Specifications/Computations | <input type="checkbox"/> Other _____                     |
| <input type="checkbox"/> Soil Test Report            |  |

A fee of **\$147.00** is applicable for each permit and will be processed within 3-7 days. Alternatively a fee of **\$440.00** is applicable for each permit if you wish processing to be completed within 1-2 days. These fees are related to the time involved in searching and retrieval of records and no refund will be given if documents cannot be located or if the detail is poor or omitted.

Documents will be emailed if an email address is supplied. If no email address is supplied a copy of the documents requested will be posted and additional photocopying charges may be incurred as per the fees and charges schedule in the current Corangamite Shire Budget.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Pursuant to Section 248 of the Building Act 1993, a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this Act or the regulations unless the person is authorised in writing by the owner to do so. Penalty: 120 points.*

**Privacy Statement:** Personal information collected by Council is used for municipal purposes as specified in the Local Government Act, 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.