

REQUEST FOR COPY OF BUILDING DOCUMENTS



I, **owner/agent** (*written authorisation required*)
 request to search for and provide a copy of building plans/documents for the fee of
 \$..... (see fee schedule below).

ADDRESS OF THE PROPERTY I'M REQUESTING COPY OF BUILDING DOCUMENTS FOR:

.....

Email Address: Phone:

Postal Address:

Plans are not released without owner's written consent – allow 10 working days for retrieval/copying files (stored offsite).

FEES (GST inclusive)

<input type="checkbox"/>	Copy of Building Permit File Class 1 or 10 (House/Unit Plans)	Dwelling, shed, garage etc.	\$183.05 search fee - max. 2 permits \$48.80 for each additional permit
<input type="checkbox"/>	Copy of Building Permit File Class 2 - 9 (Commercial)	Minor - small office, shop, restaurant	\$260 search fee - max. 4 permits
<input type="checkbox"/>	Copy of Building Permit File Class 2 - 9 (Commercial/Industrial)	Major – supermarket, factory, shopping centre, office, hotel, public building etc.	\$494.00 search fee - max. 4 permits or stages
<input type="checkbox"/>	Copy of single document only (<i>please circle</i>): Building Permit or Staged Building Permit Certificate of Final Inspection Occupancy Permit		\$48.80 search fee each

- All documents are sent electronically to the email given. If hard copies are required, an additional fee is applicable of \$2.00 per sheet (A4-A3), or \$32.75 per sheet (A0-A2).
- Council will endeavour to provide you with the requested documents but cannot guarantee the quality or the availability of the information. If the building work was completed prior to 1970, requested documents may be limited.
- The search fees listed above are non-refundable.
- Property Information Certificates under Regulation 51 require a separate application – see form BLD0319.

Signed: Date:

REQUEST FOR COPY OF BUILDING DOCUMENTS

SUBJECT PROPERTY ADDRESS:

.....

PAYMENT OPTIONS:

In Person at:

293 Springvale Road
Glen Waverley

or

Mail – Cheque/Money Order:

PO Box 1
GLEN WAVERLEY VIC 3150

or

Phone – Credit Card:

Customer Service
(03) 9518 3555

Information Privacy

The Privacy and Data Protection Act 2014 protects the personal information of individuals. The City of Monash takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. The Council will only use and disclose information for the purpose/s for which it is collected.

The Council has adopted policies and procedures to protect personal information. These are available at Council’s web site www.monash.vic.gov.au. Queries regarding Council’s handling of information privacy can be directed to the Information Privacy Officer, telephone 9518 3555.

BLD 0346 – Last updated – 07/07/2022