

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).

PREFERRED METHOD TO RECEIVE DOCUMENTS (please tick):

Electronically USB (additional fee of \$65) Collected from Council (Hard Copy) By mail

FEES (GST inclusive)

<input type="checkbox"/>	Copy of plans - Class 1 or 10 (House/Unit Plans)	Dwelling, shed, garage etc.	\$170 search fee - max. 2 permits (includes copy charge) \$44 copy charge for each additional permit
<input type="checkbox"/>	Copy of plans - Class 2 - 9 (Commercial)	Minor - small office, shop, restaurant	\$240 search fee - max. 4 permits (includes copy charge) <u>Plus</u> \$30 per sheet A0-A2 A3, A4 \$1.85 per sheet
<input type="checkbox"/>	Copy of plans - Class 2 - 9 (Commercial/Industrial)	Major – supermarket, factory, shopping centre, office, hotel, public building etc.	\$455 search fee - max. 4 permits (includes copy charge) <u>Plus</u> \$30 per sheet A0-A2 A3, A4 \$1.85 per sheet
<input type="checkbox"/>	Copy of (please circle): Building Permit Certificate of Final Inspection Occupancy Permit		\$47.25 search fee each (includes copy charge)

- 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:

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SUBJECT PROPERTY ADDRESS:

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PAYMENT OPTIONS:

In Person at:

293 Springvale Road
Glen Waverley

or

Mail – Cheque/Money Order:

PO Box 1
GLEN WAVERLEY VIC 3150

or

Email – Credit Card:

mail@monash.vic.gov.au

I authorise the City of Monash to charge my Credit Card for Copy of Documents/Plans to:

MASTERCARD VISA AMERICAN EXPRESS EXPIRY: /

NUMBER:

NAME ON CARD: _____ Signature: _____

Phone: _____ Total Amount \$ _____

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 14/06/2019