



# Application Form Request for Building Permit Documents

I, ..... being the owner or authorised agent (see over)  
hereby request the following information for the property situated at:

Street No. .... Lot No.: .....

Street Name: .....

Suburb: .....

Contact Phone: .....

Email Address (to allow plans to be emailed) .....

## APPLICATION MUST INCLUDE:

### SEARCH FEE

The search fee is non-refundable and must be paid before the application is processed. Council cannot guarantee the availability of documents. This fee will include a thorough search of all Council records.

### INFORMATION REQUESTED: *if available documents will be emailed*

- Search of Residential File – fee is per application for single dwelling permits & documents \$224.00  
(This will be an **electronic** copy of building permit plans & documents)
- Search of Commercial File –fee is per application of each building permit or staged permit \$224.00

Please allow 7-10 working days for email of information. Delays may occur as files are held in off-site storage.

- I acknowledge that this search fee is non-refundable and that Council cannot guarantee that any documentation will be found. (please tick your agreement)**
- I understand Council Building Permit records are limited to post 1960, and it is unlikely that structures built before this time will be found. (please tick your agreement)**

Signed: ..... Dated: .....

## PRIVACY STATEMENT

Manningham City Council is committed to its obligations under the Privacy & Data Protection Act 2014 (VIC) All personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to third parties unless Council is required to disclose the information under other legislation or disclosure is necessary to complete the purpose for which it is sought. You may access information you have provided to Council and make corrections if you believe that information is incorrect. For further information including Council's information privacy policy please visit our website at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

## OWNERS AUTHORISATION



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Where an agent of owner requests plans, the agent must provide written authorisation from the owner of the property to make this application.

Where the property is an apartment building, only the Owner's Corporation can request a copy of plans

Where the property is owned by a company, a copy of the company search detailing the individual director seeking the information must be provided. This can be obtained via the Asic website [www.asic.gov.au](http://www.asic.gov.au)

A Lessee is not an owner of a property and must obtain written owner's consent to obtain copies of plans.

**The following is to be completed by the owner where applicant is acting on behalf of the owner:**

## AGENT AUTHORISATION

I/We, ..... (Owners Name)

Of: ..... (Owners Address)

Hereby authorise the following person:

..... (Applicants Printed Name/s)

to lodge an application for house plans with Manningham City Council and to act on my/our behalf in this matter.

Owners' Signature/s ..... Dated: .....

Email: .....

Contact Phone: .....

OFFICE USE ONLY

DATE COMPLETED:.....APPLICATION NO.: .....

OFFICE USE ONLY			
Mnemonic 494	Amount Paid \$	Receipt No.	Date Paid: