

# Building Permit Documents Owner Consent Form

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: .....

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

Email Address .....

## APPLICATION WILL INCLUDE:

### SEARCH FEE

You will be prompt to pay a search fee via online lodgment. The search fee is not refundable. Council cannot guarantee the availability of documents.

### OWNERS AUTHORISATION

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: .....