



REQUEST FOR A COPY OF BUILDING PLANS/DOCUMENTS:

Owner:

Name: _____ **Phone:** _____

Address: _____

Agent:

Name: _____ **Phone:** _____

Address: _____

Please note:

1. If you are not the owner of the land, you must provide a letter of consent from the owner.
2. In some cases, we may not have any plans related to your property, but the fee is non-refundable, as a search was made regardless.
3. Plan searches normally take 3-5 working days, but can take up to 7 working days.

PROPERTY DETAILS:

Number	Street/Road			City/Suburb/Town			Postcode
Lot/s		LP/PS		Volume		Folio	
Crown allotment		Section		Parish		County	

INFORMATION REQUESTED:

- Building Permit Documentation Occupancy Permit
 Certificate of Final Inspection
 Other: _____

DECLARATION:

I acknowledge there may be personal information about others contained in the documents I am applying for. I will not use or disclose this information for any purpose not related to the Building Regulations 2006.

Signature of Owner of Agent: _____ Date: _____

FEE SCHEDULE:

Class 1 & 10 (Dwellings and garages) \$56.25 inc. GST (includes limited copies of documents)
Class 2 to 9 (Commercial buildings) \$56.25 inc. GST (includes limited copies of documents)

Privacy Statement: Personal information collected by Council is used for municipal purposes as specified in the Building Regulations 2006, and the Building Act 1993, or other relevant legislation. This personal information will be used solely by Council to assess your right of access to the requested documents. 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.

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