

Request for Copy of Residential Documents & Plans

Important Information	
Files prior to 1970's are not Retrievable	
Allow a minimum 20 business days from date paid for response	
All documentation will be forwarded to the Applicant's email address listed on the application	
SEARCH & COPY FEES are NON- REFUNDABLE regardless of the search results	
Applicant Verification	
Owner	Proof of ownership required (Rates Notice & Drivers Licence)
Agent / Corporation	Letter of request on Company Letterhead signed by owner and proof of ownership of company & Drivers Licences
Owners Corporation	Copy of Authorisation to act as Managing Agent on behalf of Owners
Company	Properties in a company name - Letter of request on Company Letterhead signed by owner and proof of ownership of company & Drivers Licences

Property Details

Address: _____
 Suburb: _____ Postcode: _____

Applicant Details

Applicant Name _____
 Applicant Company Name _____
 Postal Address _____
 Suburb _____ Postcode _____
 Phone _____ Email _____

Owner's Details

Owner Name _____
 Owner Company Name _____
 Postal Address _____
 Suburb: _____ Postcode: _____
 Phone: _____ Email _____

Specific Building Permit Request - Please provide specific Building Permit No / Reference No or Plans if known

Request for Copy of Residential Documents & Plans

I request a copy of - ☒ tick applicable box

Documents only - \$135 Documents include (all where available): <ul style="list-style-type: none"> • Building Permit • Occupancy Permit/Certificate of Final Inspection Prior to 1 July 1994-Certificate of Occupancy (NO ESM) From 1 July 1994 ESM including OP/CFI (if applicable) • Warranty Insurance 	Plans only - \$138.50 Plans include (all where available): <ul style="list-style-type: none"> • Site plans • Floor Plans • Elevations
Building File - \$166 Complete building file (building permit, occupancy permit / certificate of final inspection, documents & plans) (all where available)	
+ Administration Fee - \$79 applies to all submitted applications.	
All documentation will be forwarded to the Applicant's email address listed on the application.	










Applicant's Signature

Applicant's Signature: _____ Date: _____

I acknowledge there may be personal information about others contained in the building documents I am applying for.

I will not disclose this information for any purpose not related to the Building Regulations 2018.

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us, you do not want in the future, please contact Council on 8571 1000.

 Phone 8571 1000  Fax 8571 5196  council@cgd.vic.gov.au	 NATIONAL RELAY SERVICE	TTY: 133 677 Speak and listen: 1300 555 727 Internet: www.iprelay.com.au TIS: 13 14 50	Find us online  greaterdandenong.com    
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Owner Consent Form

I, _____ being the owner or authorised
agent hereby request the following information for the property situated at:

Address _____
Suburb _____ Postcode _____
Phone _____
Email _____
Signed _____ Dated _____

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

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 commercial documents/plans with City of Greater Dandenong and act on my/our behalf in this matter.

Owner's Signature/s _____ Dated _____

Phone _____ Email _____

Under Section 248 of the *Building Act 1993*, a person must not act on behalf of an owner of a building or land for the purpose of making an application, appeal or referral under this act or regulations, unless the person is authorised in writing by the owner to do so.

If you are acting on behalf of the property owner, please ensure the owner of the property, for whom you are acting, has completed the details below. This authorisation must be printed, signed and returned to Council with the request application form.

How to Register Application



Email: council@cgd.vic.gov.au



In Person: Visit a City of Greater Dandenong customer service centre and hand in the completed form.

Dandenong: 225 Lonsdale Street, Dandenong

Springvale: 397- 405 Springvale Road, Springvale

Parkmore: Shop A7, Parkmore Shopping Centre
Cheltenham Road Keysborough

Payment

Tax Invoice emailed after application has been registered



Online Credit Card Payment – (MasterCard or Visa)

- Go to: www.greaterdandenong.vic.gov.au
- [Building Services](#)
- **Pay online**
- Enter your **invoice number** and follow the prompts to make payment.