

# 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	
<b>SEARCH &amp; COPY FEES are NON- REFUNDABLE regardless of the search results</b>	
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

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I request a copy of - ☒ tick applicable box

<b>Documents only - \$135</b>	<b>Plans only - \$138.50</b>
Documents include (all where available): <ul style="list-style-type: none"> <li>• Building Permit</li> <li>• 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)</li> <li>• Warranty Insurance</li> </ul>	Plans include (all where available): <ul style="list-style-type: none"> <li>• Site plans</li> <li>• Floor Plans</li> <li>• Elevations</li> </ul>
<b>Building File - \$138.50</b>	
<b>Complete building file (building permit, occupancy permit / certificate of final inspection, documents &amp; plans)</b> (all where available)	
<b>+ Administration Fee - \$79 applies to all submitted applications.</b>	
<b>All documentation will be forwarded to the Applicant's email address listed on the application.</b>	

## 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.

 <b>(03) 8571 1000</b>  <b>council@cgd.vic.gov.au</b>  <b>greaterdandenong.vic.gov.au</b>	 <b>TTY: 133 677</b> <b>Speak and listen: 1300 555 727</b> <b>Online: relay.service.gov.au</b>  <b>TIS: 13 14 50</b>	 <b>Acknowledging Bunurong Country</b> <b>Follow us:</b>     
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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](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 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](mailto: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](http://www.greaterdandenong.vic.gov.au)
- [Building Services](#)
- **Pay online**
- Enter your **invoice number** and follow the prompts to make payment.