

## Request for copy of Building Documents or Plans

### Applicant Details

*If Owner is the applicant Ownership Details must be entered as shown on Rates Notice*

Applicants Name: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Contact Name *(if applicant is a Company)*: \_\_\_\_\_

### Property Details

Lot No: \_\_\_\_\_ Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Important information:

1. If the Applicant is **not the owner of the property**, a **Letter of Owner Authorisation** along with a copy of owners Driver Licence **must** be provided with this application form.
2. In some cases, we may not have any plans or documents related to your property.  
**The application search fee is non-refundable, regardless of search results.**
3. Requests for permit documents and plans are processed upon payment received by Council.
4. Allow minimum **20 business days** from date paid for availability.

### Type of request *(please select as appropriate)*

Residential (Class 1 & 10)	Commercial/Industrial (Class 2-9)						
<b>Plans - \$134</b> All available building plans for site	<b>*Copy of building permit file - \$161</b> Note: Additional fees may apply for multiple permits						
<b>Copy of Documents - \$131</b> Tick document required below <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">• Building Permit</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>• Occupancy Permit/Certificate of Final Inspection</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>• Warranty Insurance</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	• Building Permit	<input type="checkbox"/>	• Occupancy Permit/Certificate of Final Inspection	<input type="checkbox"/>	• Warranty Insurance	<input type="checkbox"/>	<b>A \$76.50 Administration fee applies to all commercial/industrial requests. This fee also applies to residential requests when the entire building file is required.</b>  <b>NOTE: The file share link will expire 1 month from being sent. At which point you will be unable to access the file. An administration fee of \$76.50 will apply if the documentation must be reissued.</b>
• Building Permit	<input type="checkbox"/>						
• Occupancy Permit/Certificate of Final Inspection	<input type="checkbox"/>						
• Warranty Insurance	<input type="checkbox"/>						
<b>*Entire building file - \$161 + \$76.50 Administration Fee</b> *Complete copy of building file - subject to discussion with administration staff.							
<b>Documents delivered via email</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.

*Building documents or plans*  
**Letter of Owner Authorisation**

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.

To Greater Dandenong Council Building Department

I, \_\_\_\_\_ (*insert property owner's name*)

as the owner of \_\_\_\_\_ (*insert property address*)

Hereby authorise

\_\_\_\_\_ (*insert agent's name*)

of \_\_\_\_\_ (*insert agent's address*)

to obtain a copy of documents on my behalf.

This information is required for the property located at:

\_\_\_\_\_ (*insert property address*)

Signed: \_\_\_\_\_ (*Property owner to sign*)

Date: \_\_\_\_\_




***\*Owner/Director of Company - Attach a copy of the Drivers Licence to verify the property ownership.***

***\*If you are Owners Corporation – attach copy of Owners Corporation contract and Directors Drivers Licence***

***\*If any of the above information is missing, application is incomplete and cannot be processed.***


## Request for copy of Building Documents or Plans

### Register Application







1.  **Email:** [buildingservices@cgd.vic.gov.au](mailto:buildingservices@cgd.vic.gov.au)
2.  **Mail**  
Post completed form with **cheque** to:  
City of Greater Dandenong  
PO BOX 200, Dandenong VIC 3175
3.  **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.  
**Dandenong:** 225 Lonsdale Street, Dandenong  
**Springvale:** 5 Hillcrest Grove, Springvale  
**Parkmore:** Shop A7, Parkmore Shopping Centre  
Cheltenham Road Keysborough

### Payment

**Tax Invoice emailed after application has been registered**

4.  **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.

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 <b>8571 1000</b>	 TTY: 133 677 Speak and listen: 1300 555 727 Internet: <a href="http://www.iprelay.com.au">www.iprelay.com.au</a>	Find us online 
 Fax <b>8571 5196</b>	 TIS: 13 14 50	<a href="http://greaterdandenong.com">greaterdandenong.com</a>
 <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>		