



REQUEST FOR COPY OF BUILDING APPROVAL DOCUMENTS

Use this form to obtain copies of Building Permits documents and/or plans.

Before proceeding with this application & completing this form please note :

This application must be accompanied by the applicable fee. This is a search fee, which includes copies of documents if found. As these fees are not refundable (including instances where there may be no building approval documents available), you may wish to ring first to discuss the permit number you are seeking. As many records are old, Council is not responsible for the quality and/or condition of any documents provided as part of this service.

Privacy Notification

The personal information collected on this form will be used solely by Council for the purpose of processing this application for copies of building approval documents. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments to the information.

PLEASE PRINT INFORMATION CLEARLY

Information Required

Request for copy of documents from one building permit (please tick all that apply)

Copy of Building Permit	
Copy of stamped plans	
Certificate of Occupancy/Certificate of Final Inspection	
Warranty Insurance	
Other (please specify)	

How would you like to receive the documents

Please indicate if you wish to:

Receive documents via email
Collect paper copy documents

<input type="checkbox"/>	\$150.00
<input type="checkbox"/>	\$200.00

Applicant name and contact details

Please provide details of the applicant.

**IF APPLICANT NOT OWNER
WRITTEN CONSENT FROM
OWNER MUST BE ATTACHED**

Name:	
Postal Address:	Postcode:
Contact phone number:	
Email address:	

The land

Address of the land the request relates to (please note, also provide the original address if land has since been subdivided onto separate titles):

Street No:	Level:
Unit No:	Street Name:
Suburb:	Postcode:

Declaration

This form must be signed

Please Remember it is against the law to provide false or misleading information, which could result in fines according to relevant legislation.

I declare that all the information in this application is true and correct. *As per the terms above, I understand that this fee is non-refundable.*

Name:
Signature:
Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please note

Fee of \$150.00 applies for electronic copy of plans emailed to above email address. One set of documents include up to 5 A1 (or larger) plans, Additional plan sheets \$10 each

Fee of \$200 applies for paper copy documents. One set of documents include up to 5 A1 (or larger) plans. Additional plan sheets A1/A0 \$32.50 each of A4/A3 \$32.50 per set.

FEES	
Electronic PDF Copy - Email	\$150.00
Paper Copy	\$200.00

CONTACT DETAILS:

Email address: customer.service@whitehorse.vic.gov.au

Phone: 9262 6303