



**Whitehorse City Council**  
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ABN: 39549568822

## REQUEST FOR COPY OF BUILDING PERMIT DOCUMENTS

Please note this request can be lodged online

**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.

**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 Request:**

(please tick items requested)

City of Whitehorse Building Permit reference number: (obtainable from <a href="https://www.whitehorse.vic.gov.au/planning-and-building/advertised-documents-and-registers">https://www.whitehorse.vic.gov.au/planning-and-building/advertised-documents-and-registers</a> )	
Copy of Building Permit	Y / N
Copy of plans	Y / N
Certificate of Occupancy/Certificate of Final Inspection	Y / N
Other (please specify)	Y / N

Please indicate if you wish to

Receive documents via email	<input type="checkbox"/>	\$150.00
Collect paper copy documents	<input type="checkbox"/>	\$200.00

**Applicant name and contact details**

**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"/>

**Please note**

Fee of \$150 applies for an electronic copy emailed to above email address.

Fee of \$200 applies for paper copy documents. 5 sheets of plans included. Additional sheets are A1/A0 \$32.50 each or A4/A3 \$32.50 per set.

OFFICE USE: FEE \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT No \_\_\_\_\_ ACCOUNT AP/PP/BUILD2