

**Application forBuilding Documents**

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| Property search address: |  |  |
| Lot no: Street no: Street name: Suburb:  |
| Applicant details: |  |  |
| Name: Postal address: Phone: Mob: Fax: Email:  |
| Documents requested to be posted held for collection emailed (if size permits)**\*Please note: Printed copies incur an additional cost** **Application is for a single building permit file** |
| Type of request (please select as appropriate): |
| **If you require information on a property earlier than 10 years, we recommend that you request a record search before applying for building documents at they may not be available.**Search only: $29.00 Documents: RESIDENTIAL $103.00 COMMERCIAL $128.90  ($114.90) for printed copies ($151.70) for printed copies |
| Building permit | Occupancy permit/final certificate |  |
| Soil report | Builders warranty insurance |  |
|  Other *(please specify)* |  |  |
|  |   Total fees $ |  |
|  |  |  |
| Important notice – please read before you sign |
| * A copy of the relevant rates notices or driver’s license will be required to verify the property ownership.
* If the applicant is not the property owner (i.e. is the agent of the owner), this application form must be accompanied by written consent from the current property owner(s) (*please see over page*).
* Please allow 5–10 working days for availability.
* Please be advised that some of the permit plans or documents may not be legible or available.
* Requested information will not be processed until payment is received by Council.
* Please note all fees payable are non-refundable regardless of search results.

Date: Applicant’s signature: Privacy statement: Personal information collected by the Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. The council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correctionshould be made to Council's Privacy Officer on 1300 787 624 or mail@cardinia.vic.gov.au |



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| --- | --- | --- | --- |
| *Cardinia Shire Council* | *PO Box 7* | *Phone:* | *1300 787 624* |
| *ABN: 32 210 906 807* | *Pakenham 3810* | *Email:* | *mail@cardinia.vic.gov.au* |
| *20 Siding Ave, Officer* | *(DX 81006)* | *Web:* | [*cardinia.vic.gov.au*](http://www.cardinia.vic.gov.au/) |

 **Letter of Owner** **Authorisation** **for Building Documents** **Search**



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.

Please also provide a copy of the relevant rates notice or driver’s license to verify the property ownership.

To Cardinia Shire Council Building Team

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 any of the following documents on my behalf *(please select as appropriate)*

 **** Site Plans  Floor Plans  Elevations

|  |  |
| --- | --- |
|   |  Other *(please specify)*  |
|  |  |

This information is required for the property located at:

 *(Insert property address)*

Signed: *(Property owner to sign)*

Date:



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| --- | --- | --- |
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