

Application for Copy of Building Documents

Applicant Details:

Name _____ Phone: _____

Email _____

Applicant is:

Owner (proof of ownership required – rates notice/ licence)

Agent/ Corporation Purchaser Tenant Power of Attorney Other _____

Please note: ('Owners Authorisation' form or written consent from current owner/s needs to accompany this application for anyone other than the current owner/s, see verification notes on back of this application form)

Required Property Details:

Lot No: _____ Unit No: _____ Street No: _____ Street Name: _____

Suburb: _____ Current Owners Name: _____

Package Information and Fees:

Standard Package – all available historic Building Permit documentation including written permit, plans, reports etc.

Residential Property \$135.00 or

Commercial Property \$250.00 for first permit only & *(Commercial Properties will be invoiced an additional \$150 for each subsequent permit Council recovers).

Delivery Method: Any available Building Permit documents council have a record of will be sent by email.

Signature: (Please see next page before signing below)

The building plans and documentation application fee covers a search and not a result. The fees are NON-REFUNDABLE and Council cannot guarantee information or results. Payment and consent must be provided before the application is processed.

Signature of Applicant _____ Date _____

OFFICE USE ONLY – **Payment Details (Internal Use Only)**

AP: Prepayment/s: _____ Receipt Number: _____ Date Paid: ___ / ___ / ___

Verification Sited

Rates Notice

Driver's Licence

Sited By: _____

Cashier Use: AP: PP/DISP ADD – Location or Property Fees – Residential Standard \$135.00
Commercial Standard \$250.00 ADD

Receipt Number: _____ Amount: \$ _____ Payment Type: Cash / Chq / EFT

Specific Building Permit Request/s:

If you require a specific permit and/or documentation, please provide relevant details:

Applicants – Please note:

Allow up to 15 working days for a response.

Council only holds records of building plans as a result of permits submitted to Council. In some cases, building plans or requested documents may not be available. Council makes every attempt to deliver documents to be clear and readable.

Details on this form will be used for no other purpose than providing the information requested.

Due to a Council amalgamation in 1995 some files are not available.

If the property is Pre-1965 and in the Croydon area it is unlikely files will be available due to fire.

Verification

Owner - Proof of ownership required (e.g. rates notice/drivers licence)

Tenant/Purchaser /Family/Spouse - Written consent from current owner or Owners Authorisation form

Agent/Corporation – Letter of request on company letterhead signed by owner and proof of ownership of company or Owners Authorisation form

Owners Corporation - Copy of authorisation to act as managing agent on behalf of owners

Power of Attorney/Executor – Legal documentation to support your position

Payment Options

➤ Application with Cheque or Money Order can be posted to *PO Box 156 Ringwood 3134*

➤ Applications can be made and paid in person at a Customer Service Centres as below;

Realm: 179 Maroondah Highway, Ringwood **Hours:** 9am-8pm Monday-Friday, 10am-5pm Saturday, Sunday (except Public Holidays)

Civic Centre: Civic Square Croydon **Hours:** 8.30am-5pm (except Public Holidays)

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email privacy@maroondah.vic.gov.au

Owner's Consent

Regulation 50 of the Building Regulations 2018 states: "Only the owner of the building/land or mortgagee of the building/land, or a person authorised in writing" may request a Building Plan and Documentation Search. Written owners consent must be provided with the application as per the relevant option below.

Owner's Consent Form

I/We, the owners of the Property (insert names) _____

Hereby authorize the application for a Building Plans and Documentation File Search for Property Address:

Phone _____ Mobile _____

Postal Address _____ P/C _____

Signed _____ Date ____ / ____ / ____

For further queries, you can contact the Building Services office on 03 9298 4327 or visit the website:

www.maroonah.vic.gov.au

What is a 'Building Plan and Documentation Search'?

A Building Plan and Documentation Search is a way to access Council records for a particular building based on the building permits issued in relation to a property. We encourage you to call before you lodge a request to get an indication of available records.

What types of information are included?

Available Council documentation can include building permits and associated documentation including stamped architectural drawings, specifications, soil report, builder's insurance, structural drawings, computations, Occupancy Permits or Certificates of Final Inspections, etc. For Planning Permit documentation please submit a separate Planning File Search application.

Who can apply for a Building Plan and Documentation Search?

Regulation 50 of the Building Regulations 2018 states: "Only the owner of the building/land or mortgagee of the building/land, or a person authorised in writing" may request a Building Plan and Documentation Search.

If you are not the owner, written consent from the property owner must be provided with the application. If the owner has recently purchased a property and Council has not been notified, then consent is required from the previous owner.

How owners consent must be supplied varies depending on whether the property owner is an individual or company, and whether the search regards a building managed by an Owners Corporation. For detailed information on the owner's consent requirements specific to your application please refer above (Owners Consent).

Why apply for a Building Plan and Documentation Search?

Accessing building plans and documentation can assist with dispute settlements, insurance claims, building additions and alterations and the selling and/or buying of land (Section 32 of Land Act).