

Application for Copies of Building Plans & Documents

Copies of Building Plans & Documents

Need Help?

Please contact Building Services if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit www.maroondah.vic.gov.au or call us on 1300 88 22 33 or (03) 9298 4598. **You can also apply online.**

Applicant Details

Please select applicant description:

Owner Agent Purchaser / Tenant Power of Attorney

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 for further information)

Title		First Name		Surname	
Organisation (if applicable)					
Address					
Suburb		State		Postcode	
Email*			Phone		

Required Property Details

Unit No		Street No		Street Name	
Suburb			Current Owner/s Name		

Package Information & Associated Fees

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

Residential Property - \$210.00

Commercial Property - \$420.00 for first 3 permits only*

*Commercial Properties will be invoiced separately for any permits additional to the first 3. \$198.00 for each additional permit

Specific Building Permit Request/s

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

Application Declaration

I, (the Applicant), Hereby seek the building plans & documentation held by Council for the above property. I understand that the associated fees are NON-REFUNDABLE and Council cannot guarantee information or results.

Signature

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 \$210.00
Commercial Standard \$420.00 ADD

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

Applicant Verification Requirements

Owner	Proof of ownership required (e.g. rates notice/drivers licence)
Tenant / Purchaser	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	Legal documentation to support your position

Additional Information

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.

Lodgment and 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 our Customer Service Centres:

Realm, Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)

Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

Croydon Library, Civic Square, Croydon

Hours: 9.00am-5pm Monday - Friday

Privacy Collection Notice

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. Council may provide a copy of this application, including plans and other documentation in order to obtain relevant adjoining owner comments during the course of this application. 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 Authorisation Form



Owner's Consent

To be completed if the registered property owner is in individual name/s.

If the registered property owner is a company, consent must be provided on company letterhead stating who is authorised to receive the documents.

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 Authorisation			
I/We,	<i>Insert name/s</i>		
Hereby authorize the application for a Building Plans and Documentation File Search for Property :			
Address	<i>Insert address</i>		
Phone		Mobile	
Signed		Date	

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).

Active Prosperous Vibrant Sustainable Accessible Thriving Inclusive Empowered

2026-2027