**STEP 1**

**Details of Property**

**Address:** \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Unit) (Street No.) (Address) (Suburb) (Postcode)

**Documents Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 2**

**Details of Applicant**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 3**

**Recipient of Documentation**

**As above**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 4**

**I am the current owner** *(if not proceed to Step 5)* \*\* if unsure refer to current rates notice\*\*

**Note:** Properties owned by Companies must supply proof of directorship (e.g. ASIC document)

**STEP 5**

**I am the agent of the current owner**

If you are not the **current** owner of the property **one** of the following must be provided with this application**;**

|  |  |
| --- | --- |
|  | Agents must provide a letter of authority from the **current** owner of the property; **or** |
|  | Properties owned by Companies must supply proof of directorship (e.g. ASIC document); **or** |
|  | Body Corporates must provide a current proof of appointment as OCM |

**STEP 6**

**NON-REFUNDABLE RESEARCH & ADMINISTRATION FEES**

**(Availability of plans not guaranteed)**

|  |  |  |
| --- | --- | --- |
|  | **\*\* House Plans Residential Property** (Class 1 & 10 domestic buildings) | **$165.00** or |
|  | **\*\* Multi Unit Residential** (Complex projects may be subject to a quote) | **$250.00** or |
|  | **\*\* Commercial Property** (Complex projects may be subject to a quote) | **$250.00** and |
|  | **Building/Occupancy Permits, Final Certificates & other documents only** (Quote may apply) | **$50.70** |

**\*\*Excludes copies of Building Permits & Occupancy Permit/Certificate of Final Inspection documents**

**Payment - An invoice will be sent after application has been lodged**

**STEP 7**

Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTICE TO APPLICANTS REQUESTING BUILDING PLANS/FILES**

The City of Boroondara has a comprehensive but not complete archive of building plans. Please note that Building Services **cannot guarantee that the requested plans are available.** Please allow a **MINIMUM of ten (10) working days** for a response to your application.