**Application For Copies of Building Permits & Plans**

**Pursuant to Regulation 50 of the Building Regulations 2018**

**Details Of Property**

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

***(unit)\**** *(street no) (Address) (Suburb) (Postcode)*

**Details Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Applicant**

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

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

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

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

**To obtain copies of permits/plans when you are not the current owner of the property**

* Agents must provide a letter of authority from the **current** owner of the property.
* Properties owned by Companies must supply proof of directorship (eg ASIC document)
* Body Corporates must provide proof of appointment

**NON-REFUNDABLE RESEARCH & ADMINISTRATION FEES -**

**(Availability of plans not guaranteed)**

|  |  |
| --- | --- |
| □ **\*\***House Plans Residential Property (Class 1 & 10 domestic buildings) | **$149.10** or |
| □ **\*\***Multi Unit Residential (Complex projects may be subject to a quote) | **$226.50** or |
| □ **\*\***Commercial Property (Complex projects may be subject to a quote) | **$226.50** and |
| □ Building/Occupancy Permits, Final Certificates & other documents only | **$52.20** |

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

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

**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 working days for a response to your application.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date