



MORELAND CITY COUNCIL

REQUEST FOR A COPY OF BUILDING PLANS/DOCUMENTS – BY PERSON AUTHORIZED BY OWNER

Building Services
Moreland City Council
Locked Bag 10
MORELAND VIC 3058

BUILDING LOCATED AT: _____

NAME OF OWNER: _____

Note: If the Owner is a Company, please attach additional evidence as proof the undersigned is authorised to act on behalf of the Company (eg. listed as an Officeholder on the Current Company Extract – ASIC Company Search). The document can be obtained (for a fee) from:

<https://connectonline.asic.gov.au/HLP/SearchRegisters/sch-using-this-service/sch-whatyoucansearch/organisations-and-business-names/index.htm>

ADDRESS OF OWNER: _____

As the Owner of the above property, I request a search for a copy of my Building Plans/Documents.

AND

I authorise:

(NAME OF APPLICANT) (APPLICANT TELEPHONE) (APPLICANT EMAIL)

of _____
(ADDRESS OF APPLICANT)

to view the plans/documents and/or to obtain copies of the plans/documents.

SIGNED: _____
(SIGNATURE OF OWNER)

DATE: _____ / _____ / _____

DAYTIME CONTACT PHONE NUMBER: _____
(OWNER TELEPHONE)

Note: Council will only contact the Owner should we need to verify any details.

PLEASE NOTE: Council does not hold plans for buildings more than 30 years old

The building is approximatelyyears old.

A search fee inclusive of G. S. T. is payable upon lodging a request for a building plans/documents search. Please refer to our website for current fees.

<http://www.moreland.vic.gov.au/planning-building/building-renovations-and-extensions/building-fees/>

(Please note: there is **NO REFUND** of the search fee)

PLEASE NOTE: Copying charges will also apply in addition to the search fee

Applicants will be further advised in writing after the search is completed.



MORELAND CITY COUNCIL

Receipt No: **Dated:**/...../.....

Building Permit Number(s): **Dated:**/...../.....

..... **Dated:**/...../.....

..... **Dated:**/...../.....