



MORELAND CITY COUNCIL

REQUEST FOR A COPY OF BUILDING PLANS/DOCUMENTS – BY OWNERS CORPORATION

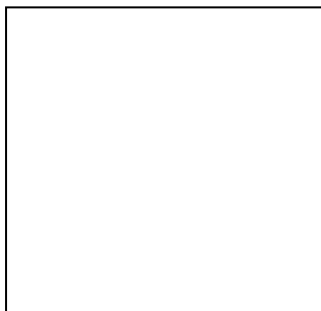
Building Services
Moreland City Council
Locked Bag 10
MORELAND VIC 3058

BUILDING LOCATED AT: _____

OWNERS CORPORATION NUMBER: _____

Note: An Owners Corporation (formerly body corporate) manages the common property of a residential, commercial, retail, industrial or mixed-use property development. An Owners Corporation is automatically created when a plan of subdivision containing common property is registered at Land Victoria. Land Victoria registers and records owners corporation applications received either with a plan of subdivision, or lodged following registration of the plan of subdivision.

COMMON SEAL STAMP:



*Note: Applications for a copy of building plans/documents by the Owners Corporation **must** include the Owners Corporation Common Seal Stamp.*

OWNERS CORPORATION MANAGER: _____

Note: As the Owners Corporation Manager (acting on behalf of the Owners Corporation), please attach additional evidence as proof the undersigned is authorised to act on behalf of the Owners Corporation (eg. copy of the Contract of Appointment: Owners Corporation Manager).

ADDRESS OF OWNERS CORPORATION MANAGER:

SIGNED: _____
(SIGNATURE OF OWNERS CORPORATION MANAGER)

DATE: _____ / _____ / _____

DAYTIME CONTACT PHONE NUMBER: _____

EMAIL: _____



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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.

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

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

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

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