



MORELAND CITY COUNCIL

REQUEST FOR A COPY OF BUILDING PLANS/DOCUMENTS – 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: _____

SIGNED: _____
(SIGNATURE OF OWNER)

DATE: _____/_____/_____

DAYTIME CONTACT PHONE NUMBER: _____

EMAIL: _____

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:/...../.....