



REQUEST FOR COPY OF BUILDING PLANS & DOCUMENTS

Regulation 50 of the *Building Regulations 2018*

PROPERTY SEARCH DETAILS				
Number	Street/Road		Suburb	
PERSON REQUESTING INFORMATION You are : <input type="checkbox"/> Owner <input type="checkbox"/> Agent of Owner (See Note 1 below)				
Name		Email		
Address (for posting)				
Phone		Mobile		
How would you like this information received <input type="checkbox"/> Pick up <input type="checkbox"/> Post <input type="checkbox"/> Email (tick option please)				
INFORMATION REQUIRED (please tick)				
<input type="checkbox"/> Endorsed Plans	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Home Owners Warranty Insurance	<input type="checkbox"/> Occupancy Permit/ Final Certificate	<input type="checkbox"/> Soil Report
<input type="checkbox"/> Other				
FEES				
Building Permit documentation - (includes copying or email - See Note 3) <i>NOTE: Every attempt will be made to locate the record and documents in archives. In some circumstances, the record may not exist.</i> The fee is for one (1) permit only. Multiple file requests may attract further fees			\$155 (payable on submission) See Note 3	

Notes:

- A person must not act on behalf of an owner of a building or land for the purpose of making this application unless the person is authorised by the owner in writing to do so. Evidence must be provided to Council with your request.**
- The search fee will not be refunded for records that do not have all of the documents requested on file.
- The fee is for one (1) permit only. Multiple file requests may attract further fees.
- Fee includes emailed/copied plans A3 X 10 pages, A4 X 20 or A1 X 4 (additional fees may apply if exceeded)
- The collection and handling of personal information is carried out in accordance with Council's privacy policy.
- Please allow minimum 10 working days for retrieval and processing.

Privacy Statement: The Surf Coast Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. The information will be used for the primary purpose it was collected or any related purpose for which the individual would reasonably expect Council to use or disclose the information. The information will not be disclosed to any other party unless Council is required to do so by law.

Completed Applications with the applicable fee can be:
Posted to: PO Box 350 Torquay Vic 3228
Delivered: 1 Merrijig Dr Torquay
Emailed: info@surfcoast.vic.gov.au