

REQUEST FOR COPY OF BUILDING DOCUMENTS



To **Golden Plains Shire**
 BUILDING SERVICES DEPARTMENT
 Email: enquiries@gplains.vic.gov.au

APPLICANT / OWNER DETAILS - You are the: OWNER APPLICANT (tick applicable box)

Owner/ Applicant		Contact Person	
Address			
Email Address		Contact Phone	

Owner of the property Yes No (if No please attach letter of consent from the owner)

NOTE: Pursuant to Section 248 of the Building Act 1993, a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this Act or the regulations unless the person is authorised in writing by the owner to do so. Penalty: 120 penalty units. These documents can only be provided to the owner, the mortgagee or their authorised agent.

PROPERTY ADDRESS FOR WHICH COPIES ARE REQUESTED

Street No.		Lot No. or Crown Allotment No.		Section		Plan of Subdivision/ Land Plan/Title Plan	
Street						Town	
Description of building/s:							
Building permit reference no. (if known):							

INFORMATION REQUESTED

(tick appropriate box below)

Approved plans and building permit document i.e., soil report, engineering, etc.,	\$180.00	<input type="checkbox"/>
Building permit, Occupancy permit or Certificate of Final Inspection	\$120.00	<input type="checkbox"/>

Signed:	Date:
<i>Signature of Owner/Applicant</i>	

Notes: Applications will not be processed until payment has been received.

PAYMENT DETAILS		\$																				
ELECTRONIC FUNDS TRANSFER <input type="checkbox"/>	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>																				
	BANKCARD <input type="checkbox"/>	EXPIRY DATE /																				
Cardholders Name	Credit Card No	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Signed:	Date:																					
<i>(Signature of Cardholder)</i>																						
Office Use Only ASSESSMENT COST		GL No 30172																				

Information Privacy Collection Notice

Personal information collected on this form shall be used by Council's Building Services Department to provide you with the property information response. Council may disclose your information to other internal departments and will not disclose to any external party without your consent, unless required to do so by law. If you do not provide us with all required information Council will not be able to provide the property information response. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information please contact Golden Plains Shire's Privacy Officer on (03) 5220 7111 or enquiries@gplains.vic.gov.au c/o Building Services Department – 5220 7141.

Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to enquiries@gplains.vic.gov.au or PO Box 111, Bannockburn 3331.