



South Gippsland
Shire Council

Request For Copy Of Building Plans/Documents – Regulation 50

Application fee: Printed \$162.95 (GST inclusive) Electronic \$81.50 (GST inclusive)

Important Notes:

1. If you are not the owner or mortgagee of the land then you must provide a letter of consent from the owner(s) or mortgagee(s).
2. Credit card details must be completed, or cheque/cash attached to the application form otherwise the application will not be processed.
3. Up to four (4) files and/or plans may be requested for the search fee.
4. If we provide the requested documents but they do not contain the information that you require, the fee will not be refunded.
5. When a search is made and no building permit plans are on file for the requested address, we will provide a refund of up to 80% of the fee paid. You will need to advise us of your bank details for us to process the refund.

Applicant Details: Owner Agent Draftsperson Building Surveyor

Name:

Address:

Town: Post Code: Phone number:

Email:

Property Details:

Lot: Plan Number: Volume: Folio:

Address:

Town: Post Code:

Documents Required:

Declaration:

I have read the above “Important Notes”. I acknowledge there may be personal information about others contained in the documents that I receive. I will not disclose this information for any purpose not related to the Building Regulations 2018.

Signature: Dated:

Credit Card Payments:

Visa MasterCard Card No: Expiry Date:

Cardholder name: Cardholder Signature:

Privacy statement:

The information requested on this form is collected by Council for the purpose of processing the application. The information will be used solely by Council for that primary purpose or directly related purposes.