

# Copy of building plans or documents




Use this form to obtain copies of *building permits, building plans and documents, or occupancy permits/certificates of final inspection.*

Do not use this form for plans associated with *planning permits*. A separate application form for *planning requests* is available at 'View Planning Permits and Endorsed Plans' via [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-forms-and-checklists/](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-forms-and-checklists/).

Once you apply for building permit plans for a property, we carry out a search of our records. Please allow 15 business days from receipt of your application for a Council Officer to respond to your request.


Owner details			
Given name		Family name	
Company			
Email		Phone	
Postal address			
<input type="checkbox"/> Is the owner an <b>owners corporation?</b> (tick if applicable)			
➤ If yes, provide the following:	1. Owners corporation number		
	2. Common seal stamp		
	3. A copy of the owner's corporation management appointment contract		<input type="checkbox"/> Attached
<input type="checkbox"/> Is the owner a <b>company?</b> (tick if applicable)			
➤ If yes, provide the following:	1. An ASIC Current Company extract		<input type="checkbox"/> Attached

## Applicant details, where the applicant is not the owner

-  If the applicant is not the owner, the owner's consent for this request must be obtained in writing and lodged with this application. Only owners and their authorised agents may apply for a copy of a building permit, approved building plans or other building documents.

Given name		Family name	
Company			
Email		Phone	
Postal address			


## Property details

-  Council does not hold plans for buildings more than 30 years old.

Building located at	
Approximate age of building	


## Type of building plans or documents required

Please provide details of the type of building plans or documents you require.

-  Council does not hold sewer plans. These are held by the Water Authority.


<input type="checkbox"/> Building permit	<input type="checkbox"/> Architectural plans	<input type="checkbox"/> Occupancy permit	<input type="checkbox"/> Structural drawing
<input type="checkbox"/> Soil report	<input type="checkbox"/> Specifications	<input type="checkbox"/> Final certificate	<input type="checkbox"/> Other
Details			

## Submission checklist

 Ensure you have attached the following:

- Payment; see [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/) for fees or to or lodge online. **Note:** Council will not refund the search fee, even if no plans are found.
- A copy of the owners corporation management appointment contract, where the owner is an owners corporation.
- An ASIC Current Company Extract, where the owner is a company.
- The owner's written consent for this request to be made, where the applicant is not the owner.

## Signature and declaration





 The application fee is a search fee only and will not be refunded if documents submitted with a Building Permit cannot be located. We cannot guarantee the availability, quality or accuracy of documentation lodged with a Building Permit

Signature			
Name		Date	

### Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	<b>National Relay Service:</b> 13 36 77 or <a href="http://relayservice.com.au">relayservice.com.au</a>		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751			

## For more information & lodgement

-  Online visit [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/) for more information and to lodge your application online.
-  Mail your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.
-  Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  Phone Merri-bek City Council on 9240 1111.

## Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014* (Vic). The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the *Building Act 1993* and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may also be used by Council for related purposes. The information may be shared with the Victorian Building Authority for the purposes of managing building permit data and/or collection of levies. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, your application may not be accepted or may be refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at [Privacyofficer@merri-bek.vic.gov.au](mailto:Privacyofficer@merri-bek.vic.gov.au).

PLEASE NOTE: Information associated with this request might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.