

Whittlesea City Council Building Services  
Ferres Blvd. South Morang 3757  
Locked Bag 1 Bundoora MDC 3083  
(03) 9217 2259



City of Whittlesea

Council Use Only

CSR No: .....  
Property File No: .....

**Request For Copy Of Building Plans / Certificates Etc.**

**SUBJECT PROPERTY DETAILS**

OWNER:..... DATE: .....

APPLICANT:..... PHONE NUMBER:.....

STREET NUMBER:..... LOT No:.....

STREET/ROAD: .....

CITY/SUBURB:..... POST CODE: .....

BRIEF DESCRIPTION OF BUILDING (FOR EXAMPLE - BRICK VENEER FIVE (5) YEAR OLD HOME)

- PLEASE BE SURE TO ATTACH A CHEQUE OR MONEY ORDER VIA MAIL WITH THIS FORM (FAXES NOT ACCEPTED).
- RESIDENTIAL SEARCHES WILL TAKE 10-15 WORKING DAYS AND COMMERCIAL SEARCHES CAN TAKE UP TO 5 WEEKS.
- PROPERTIES OLDER THAN 20 YEARS OLD CAN TAKE UP TO 5 WEEKS

**IMPORTANT NOTE:**

The copies of documents stored in this office are available in microfiche format only. The quality of documents reproduced from microfiche films varies markedly, depending upon the contrast character of the original documents that were photographed and the age of the slide (sometimes they may not print legibly). Documents are supplied either on A4 or A3 size paper only, so the scale may not be maintained in the reproduced documents.

**REQUEST FOR COPY OF:** (please circle selection number)

- |  |                    |
|--|--------------------|
| 1. Building Permit/ Occupancy Permit/Final Certificate/ Insurance / Warranty Certificate | \$33.00 (inc GST)  |
| 2. House Plans plus Option 1   | \$55.00 (inc GST)  |
| 3. House Plans   | \$55.00 (inc GST)  |
| 4. House Extension Plans   | \$55.00 (inc GST)  |
| 5. Outbuildings (Garages / Carports / Verandahs etc)                                     | \$55.00 (inc GST)  |
| 6. Copy of Commercial Plans (Factory / Warehouse etc) (less than 10 years old)           | \$130.00 (inc GST) |

STATEMENT: *I acknowledge that there is no guarantee that the plans or documents I have requested are available and the above are search fees only. If the documents cannot be located, or the plans supplied are not of the desired quality, no refund applies.*

OWNER'S SIGNATURE .....

Please circle your delivery preference: Post or Pick Up

Please direct reply to: (If the same as the subject property, please write 'as above'):

NAME: .....

ADDRESS: ..... POST CODE: .....

PHONE: .....

Council Use Only: Input No: ..... Date: ..... Receipt No: .....

**Working space for recording various building permit numbers (Council Use Only)**