

# BUILDING, PLUMBING & PLANNING RECORDS REQUEST FORM



This form is to be completed when a search for property information and records is requested. This search can include, but is not limited to, the items listed below. If the requested records are available, Council will forward the documents to you via email.

## To obtain copies of records you must:

- Be the property owner or;
- If you are not the property owner, as the person applying for the records, you must have written permission from the property owner (written permission must be attached to this form).

The current record search fee can be found in the Fees and Charges Schedule on our website. The applicant is responsible for payment prior to the release of information.

**Please note that not all searches may be successful.**

Council will notify you if the documents are available, after which payment can be made by calling Meander Valley Council on 6393 5300. Records request are processed within 7 business days once payment is received.

## OWNER OR APPLICANT DETAILS

Name of Owner or Applicant:

Address:

Postcode:

Contact Number/s:

Email:

## SUBJECT PROPERTY DETAILS

Address:

Postcode:

## RECORDS REQUIRED (PLEASE TICK):

Planning Permit & Approved Documents  Building Plans & Approved Documents  Occupancy Permit

Plumbing Plans & Approved Documents  Completion Certificates

Other: Please Specify

**Records will be sent via email to the address provided above.**

**If you wish to collect the records or require them to be mailed please tick this box:**

## DECLARATION:

I declare (please tick):

I am the owner of the above subject property.

I am an applicant and have attached written permission from the owner of the above subject property to release the records.

Name (please print):

Signature:  Date: