

Building, Plumbing & Planning Records Request Form

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).

There is a fee for obtaining copies of records. Contact Meander Valley Council's Development Services Department on 6393 5320 if you are unsure of the costs. Records requests are processed within 7 business days once payment is received. Payments can be made by phoning Meander Valley Council on 6393 5300.

Owner or Applicant Details

Name of Owner or Applicant:

Address:

Postcode:

Contact Number/s:

Email:

Subject Property Details

Address:

Postcode:

Council Property Number:

Records Required (please tick):

- | | | |
|--|---|--|
| <input type="checkbox"/> Architectural Plans & Form 35 | <input type="checkbox"/> Certificates of Completion
(Building & Plumbing) | <input type="checkbox"/> Builder & Plumbers
statement of compliance |
| <input type="checkbox"/> Engineering Plans & Form 35 | <input type="checkbox"/> Occupancy Permit | <input type="checkbox"/> Planning Permits |
| <input type="checkbox"/> Building & Plumbing Permits | <input type="checkbox"/> Associated Reports
<small>(including Soil Report, Bushfire Hazard
Management Report etc.)</small> | <input type="checkbox"/> Subdivision Permits |
| <input type="checkbox"/> Plumbing Plan/As
Constructed Drainage Plan | | <input type="checkbox"/> Other _____ |

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: