

Building & Plumbing Records Request

To obtain copies of records:

- You must be the property owner or;
- You are not the property owner, but are an applicant and 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):

Architectural Plans & Form 35

Plumbing Plan/As
Constructed Drainage Plan

Associated Reports
(including Soil Report, Bushfire Hazard
Management Report etc.)

Engineering Plans & Form 35

Certificates of Completion
(Building & Plumbing)

Builder & Plumbers
statement of compliance

Building & Plumbing Permits

Occupancy Permit

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

Name (please print):

Signature:

Date: