



Meander Valley Council

WORKING TOGETHER

ABN No. 65 904 844 993

**Request: Copy of Building Record Information**

Record search charges apply: Building Plans including drainage  
"As constructed" Drainage plan ONLY

Applicant: [ ]  
Address: [ ] [ ] [ ] Contact Number: [ ]

**Subject Property Details:** [ ]

Address: [ ] [ ] [ ] Property Number: [ ]

**Select Documents:** indicate by ✓ box [ ]

- Architectural Plans  
Floor Plans and Elevations.
- Engineering Plans  
Structural drawings for footings, slab and frame bracing.
- Specifications  
Written specification of the building work.
- Plumbing Plan  
"As Constructed" sewer and stormwater drainage details
- Permits, Completion & Occupancy Certificates etc
- Soil Report
- Engineers Structural Certificate
- Housing Indemnity Insurance Certificate
- Other \_\_\_\_\_

**Declaration:** [ ]

- Please Note:**
- To obtain copies of documents you must have the written permission of the owner
  - The required fee must accompany this form
  - Please make cheques payable to Meander Valley Council

**I declare:** indicate by ✓ box

- I am the owner of the above property and I agree that the Identified Documentation can be released to the applicant
- I am the applicant with written consent from the owner (attached)

Signature: [ ]

Date: [ ]

Print Name: [ ]