



Request for copies of Building Permit documents

Name:

(Permit copies will only be provided to current owner or with owners consent)

Postal Address:

Email Address:

Telephone:

Address of Property:

Property No. (from rates notice)

Name of Owner when building works were carried out:

Name of Builder:

Date Building Permit issued (approx):

Building Permit No. (if known)

Information required (please tick)

- | | | |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Approved plans & building permit documentation i.e soil report etc.
(includes copy of Building Permit and Occupancy Permit or Final Certificate) | \$161.00* |
| <input type="checkbox"/> | Building Permit, Occupancy Permit or Final Certificate | \$92.00* |

Signature:

Date:

*Fee includes GST and covers search, retrieval & copy services. **The fee is non-refundable.** Council cannot guarantee that information requested is available or the quality of the documentation.

Return completed form to:

Moyne Shire Council
Po Box 51
Port Fairy VIC 3284

Note: The information requested on this form provides the Moyne Shire Council with the necessary details to carry out a search of archived building records. The information provided will be used for this purpose only. Incomplete details may result in an unsuccessful search of Council's records.

* 2023/2024 fees and charges, subject to change with new financial year.