



# 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.<br>(includes copy of Building Permit and Occupancy Permit or Final Certificate) | <b>\$167.00*</b> |
| <input type="checkbox"/> | Building Permit, Occupancy Permit or Final Certificate  | <b>\$95.00*</b>  |

**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. Search and retrieval timeframes vary and may take two to four weeks.

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.

\* 2024/2025 fees and charges, subject to change with new financial year.