



Whitehorse City Council
379–399 Whitehorse Road
Nunawading VIC 3131
Locked Bag 2 Nunawading VIC 3131

ABN: 39549568822

Telephone: (03) 9262 6333
Fax: (03) 9262 6490
NRS: 133 677
TIS: 131 540
customer.service@whitehorse.vic.gov.au
www.whitehorse.vic.gov.au

REQUEST FOR COPY OF BUILDING PERMIT DOCUMENTS

Please note this request can be lodged online

Before proceeding with this application & completing this form please note :

This application must be accompanied by the applicable fee. This is a search fee, which includes copies of documents if found.

These fees are not refundable (including instances where there may be no building approval documents available), you may wish to ring first to discuss the permit number you are seeking. As many records are old, Council is not responsible for the quality and/or condition of any documents provided as part of this service.

Privacy Notification

The personal information collected on this form will be used solely by Council for the purpose of processing this application for copies of building approval documents. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments to the information.

PLEASE PRINT INFORMATION CLEARLY

Information Request:

City of Whitehorse Building Permit reference number: (obtainable from https://www.whitehorse.vic.gov.au/planning-and-building/advertised-documents-and-registers)	
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Receive documents via email

\$207.00

Collect paper copy documents

\$269.00

5 sheets of plans included. Additional sheets are
A1/A0 \$32.50 each or A4/A3 \$32.50 per set.

Applicant name and contact details

**IF APPLICANT NOT OWNER
WRITTEN CONSENT FROM
OWNER MUST BE ATTACHED**

Name:	
Postal Address:	Postcode:
Contact phone number:	
Email address:	

A person shall not act as the agent of an owner or other person having an equity in the property unless he/she is authorised in writing by the owner to do so.

I have attached the required documents below or acknowledge that I am an Owner of the property.

- **Individual owners** (properties not owned by a company or part of an Owner's Corporation) Council officers will check Council records to ensure you are an owner. You will be contacted if further validation is required.
- **If you are an agent of an individual owner** - please submit a letter of consent authorising you to obtain building documents, signed by the owner.
- **If the property is part of an Owner's Corporation** (eg. apartment building, unit etc.) requests need to be made by the Owners Corporation manager. Please submit proof of appointment.
- **If the property is owned by a company** – please submit a letter of consent on company letterhead (including ABN) authorising you to obtain documents, this must be signed by a Director. In addition, submit proof of Directorship (ASIC document).

IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION.



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The land

Address of the land the request relates to (please note, also provide the original address if land has since been subdivided onto separate titles):

Street No:	Level:		
Unit No:	Street Name:		
Suburb:		Postcode:	

Declaration

This form must be signed

Please Remember it is against the law to provide false or misleading information, which could result in fines according to relevant legislation.

I declare that all the information in this application is true and correct. ***As per the terms above, I understand that this fee is non-refundable.***

Name:

Signature:

Date:

Please note

Fee of \$207 applies for an electronic copy emailed to above email address.

Fee of \$269 applies for paper copy documents. 5 sheets of plans included. Additional sheets are A1/A0 \$32.50 each or A4/A3 \$32.50 per set.

OFFICE USE: FEE _____ DATE _____ RECEIPT No _____ ACCOUNT AP/PP/BUILD2