



Tel: 8470 8899
 Email: building@darebin.vic.gov.au

REQUEST FOR BUILDING PLANS & DOCUMENTS

Applicant/ Owner:.....

Postal address:

Contact Telephone: Fax:

Email:

PROPERTY ADDRESS

Please search for the following information from the Building Permit File:-
 Permit/ approval type/ no. If known: _____

SIGNATURE: DATE:

Owner's Consent: If the applicant is not the owner, it is necessary that the current owner's consent be obtained in writing and lodged with this application (See overleaf). Every endeavour will be made to locate the documents requested. However, there are no guarantees. Requests take up to 5-working days to complete, longer if the documents are stored off site.

Search Fees (Non-refundable) Includes up to 5 x A1 sheets

Certificate of Occupancy/ insurance policy/ building approval	\$ 65.00
Residential (plans/ reports/ computations)	\$100.00
Commercial (plans/ reports/ computations)	\$300.00

Fees from Microfilm plans (copy included) "Old City of Northcote files dating pre - 1988

Residential per microfilm	\$ 55.00 each
Commercial per microfilm	\$ 30.00 each
	All fees GST inclusive

Extra Copying Costs

A1 copies	\$6.50 each
A3 copies	\$1.50 each
A4 copies	\$1.00 each

Office use only:

Date received		Date notified		Date sent	
Receipt No.		Date Fees Paid	\$	Officer	

Document Master List	Document No. 20
Obj. Ref. A191319	Revision No. 19
Last Printed	4 July 2018

The Municipal Building Surveyor
CITY OF DAREBIN
PO Box 91
Preston VIC 3072
Tel: 8470 8899
Fax: 9261 4833
Email: building@darebin.vic.gov.au



Owner's Consent for Application.

1/ We (Owners of the Property) _____
hereby authorise the said **applicant** to receive the documentation requested on this
application.

NAME: _____

COMPANY NAME (If applicable): _____

ADDRESS: _____

TELEPHONE: _____

SIGNED: _____

DATE: _____

PRIVACY STATEMENT

“The collection and handling of personal information is accordance with Council’s Privacy Policy which is displayed on Council’s website and available for inspection at, or collection from, Council’s customer service centre/s”

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