



## REQUEST FOR COPIES OF PERMITS AND PLANS

- Issued Planning Permits and Endorsed Plans
- Building Permit Documentation

### APPLICANT:

Name: .....

Postal Address: ..... Postcode: .....

Phone: ..... Email: .....

***If the applicant is not the owner, the owner's consent must be obtained in writing and lodged with this application.***

### PROPERTY DETAILS *(Please provide as much information as possible, including title details):*

Number: ..... Street/Road: .....

Suburb: ..... Postcode: .....

Lot/s: ..... LP/PS: ..... CA: ..... Section: .....

Parish: ..... Vol: ..... Fol: .....

**Planning Permit Number** (if applicable): .....

**Building Permit Number** (if applicable): .....

***Please read and fill out the following section making sure that you specify the information you require, then sign and date the request:***

### REASONS FOR REQUEST:

I ..... request the following information be forward to the following email address: .....

Please specify details of documentation required: .....

.....

.....

Reason for request: .....

.....

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**Fees:** For Building Permit Documentation refer to [Building Fees](#)  
For Planning Permits and Endorsed Plans refer to [Planning Fees](#)

**I agree to pay** the appropriate fees and acknowledge that the fees charged are related to the time involved searching records, retrieval of storage files, and that **no refund** will be given if plans and documents cannot be located, or if detail is poor or omitted.

**Warning:** Copyright Laws may apply to plans. Mount Alexander Shire Council will accept no responsibility for any costs incurred of any misuse of plans provided.

### SIGNATURE:

Signature: ..... Date: .....