

Request a Copy of Building Documents

Applicant Details

First Name: _____ Surname: _____

Contact Person: _____ *(if different from Applicant)*

Company Name: _____ *(if applicable)*

Postal Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

Property Details

Number: _____ Street Name: _____

Suburb: _____ Postcode: _____

Lots: _____ LP/PS: _____ or CA _____ Section: _____

Declaration

I acknowledge there may be personal information about others contained in the building documents I am applying for. I will not disclose this information for any purpose not related to the Building Regulations 2018.

Signature: _____ Date: _____

Please note:

1. If you are not the owner of the land, you **must** provide from the Owner a letter of consent along with a copy of their Driver Licence.
2. In some cases we may not have any plans related to your property. The search fee is ***non-refundable***, as a search will need to be made regardless.
3. Plan searches are processed in **14 business days**.

Documents

Building permit Warranty insurance

Occupancy permit Certificate of final inspection

Fees

Class 1 & 10 (dwellings & garages): \$113.50 | Class 2-9 (commercial, industrial, public, etc.): \$135.65

(Please Note: Search Fee charged per permit)

How would you like to receive your documents: Post Call to Collect

Payment = Class 1 & 10 - \$ 113.50, Class 2-9 - \$135.65

Invoice will be emailed after application has been registered.







1. **Mail:** Post completed form with **cheque** to:
City of Greater Dandenong
PO BOX 200, Dandenong VIC 3175
2. **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.
3. **Online:** Credit Card Payment - **MasterCard or Visa**
 - Go to: www.greaterdandenong.com
 - [Building Services](#)
 - Click - **Pay online**
 - Enter your **invoice number** and follow the prompts to make your payment.

Submit Application to:

Email:

building.services@cgd.vic.gov.au

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

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