

## Request a Copy of Building Plans

### 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 Drivers Licence.
2. In some cases we may not have any plans related to your property. The fee is ***non-refundable***, as a search will need to be made regardless.
3. Plan searches are processed in **14 business days**.

### Fees

**Class 1 & 10 (dwellings & garages): \$116.65** (copy fee not applicable)

**Class 2-9 (commercial, industrial, public, etc.): \$139.95** \*(copy fee per page applicable)

\*Copy fees per page : A1 - \$8.75 A2 - \$5.80 A3 - \$2.95 B1 - \$11.75  (USB \$66 - applies to Comm/Ind sites)

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

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**Payment = Class 1 & 10 - \$116.65 Class 2-9 - \$139.95**

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**Invoice will be emailed after application has been registered.**

<ol style="list-style-type: none"> <li>1. <b>Mail:</b> Post completed form with <b>cheque</b> to: City of Greater Dandenong PO BOX 200, Dandenong VIC 3175</li> <li>2. <b>In Person:</b> Visit a City of Greater Dandenong customer service centre and hand in the completed form.</li> <li>3. <b>Online:</b> Credit Card Payment - <b>MasterCard or Visa</b> <ul style="list-style-type: none"> <li>• Go to: <a href="http://www.greaterdandenong.com">www.greaterdandenong.com</a></li> <li>- <a href="#">Building Services</a></li> <li>- Click - <b>Pay online</b></li> <li>- Enter your <b>invoice number</b> and follow the prompts to make your payment.</li> </ul> </li> </ol>	<p><b>Submit Application to:</b></p> <p><b>Email:</b> building.services@cgd.vic.gov.au</p>
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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.

 Phone <b>8571 1000</b>  Fax <b>8571 5196</b>  <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>	 <b>NATIONAL RELAY SERVICE</b> TTY: 133 677 Speak and listen: 1300 555 727 Internet: <a href="http://www.iprelay.com.au">www.iprelay.com.au</a>  TIS: 13 14 50	Find us online  <a href="http://greaterdandenong.com">greaterdandenong.com</a>    
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