

Copies of Plans or Occupancy Permit



- Under the Building Act 1993, Section 248, it is an offence to act without the owners' consent.
- If a search is needed for more than one (1) property, then multiple fees will apply. The fee is for searching for documents and will not be refunded if no documents are found.
- Please allow a minimum of 10 working days for the search to take place.
- All search fees are non-refundable if no documents are found and extra charges will apply for photocopying.

☐ Pre 1997 \$153.10	☐ Post 1997 \$84.30
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Applicant details:

First name:	Surname:
Postal address:	
	Postcode:
Contact number:	
Email address:	
Are you the owner of the property? ☐ Yes ☐ No, Note: You must supply a copy of letter of permission from the owner	

Property (address which you are seeking a search on):

Street number:	Street name:	
Town:	Postcode:	
Lot number:	LP/PS number:	
Crown allotment:	Section:	Parish:
Volume:	Folio:	
Approximate age of house:		
Owners name at time of construction: (if known)		

Type of search:

☐ House plans (may not show storm water drainage)
☐ Occupancy permit
☐ Other, please specify (e.g. soil report)

Signature:	Date: ____/____/____
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Collection Notice

East Gippsland Shire Council collects information provided by you in this form to consider your application for copies of plans or occupancy permit. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's [Privacy Statement](#) on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Office Use Only:	
CS Stamp:	IM Stamp:

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CS Stamp:	IM Stamp:

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CS Stamp:	IM Stamp:

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 **Website:** eastgippsland.vic.gov.au

 **Mail:** PO Box 1618, Bairnsdale VIC 3875



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