

City of Darebin  
 PO Box 91  
 Preston VIC 3072

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



REQUEST FOR BUILDING PLANS & DOCUMENTS

Applicant/ Owner:.....

Postal address: .....

Contact Telephone: .....

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 -10 working days to complete, longer if the documents are stored off site.

Copy of Certificate of Final / Occupancy / Building Permit / Insurance Policy / Notice & Orders - only	\$65.00
Search Fees (are Non –Refundable)	
Residential Buildings – All Building documents available – plus copying cost	\$100.00
Commercial Buildings – All Building documents available – plus copying cost	\$300.00

This Includes up to 5 x A1 sheets

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

Residential & Commercial per microfilm \$55.00 each

**Extra Copying Costs**

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

**Office use only:**

<b>Date Payment Received</b>	<b>Receipt No:</b>	<b>Amount \$</b>
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Document Master List	Document No. 20
Obj. Ref. A191319	Revision No. 20
Last Printed	29 July 2019

**The Municipal Building Surveyor**  
CITY OF DAREBIN  
PO Box 91  
Preston VIC 3072  
Tel: 8470 8899  
Email: [building@darebin.vic.gov.au](mailto: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 for Address: \_\_\_\_\_

\_\_\_\_\_

**APPLICANTS NAME:** \_\_\_\_\_

**COMPANY NAME (If applicable):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**OWNERS SIGNATURE:** \_\_\_\_\_

**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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