

REQUEST FOR COPIES OF DOCUMENTS

(Email completed form to info@moorabool.vic.gov.au)

Applicant:			
Address:			Post Code:
Phone:		Mobile:	
Email:			
Applicant Signature:			Date:

Owner's Permission	<input type="checkbox"/> The Applicant is the owner of this property		
Owner:			
Address:			Post Code:
Phone:		Mobile:	
Email:			
Owner Declaration	<input type="checkbox"/> I hereby give the above applicant permission to obtain a copy of the requested documents for my property detailed below		
Owner Signature:			Date:

Property Address:			Post Code:
PS/LP:		Lot:	
Volume:		Folio:	
Approx Build Date		C/A & Sec:	

(Please attach a copy of the **Title and/or subdivision details** with this application if available)

Please select the information required

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Architectural Plans	<input type="checkbox"/> Occupancy Permit	<input type="checkbox"/> Structural Drawings
<input type="checkbox"/> Soil Report	<input type="checkbox"/> Specifications	<input type="checkbox"/> Final Certificate	<input type="checkbox"/> Other
Details:			

IMPORTANT INFORMATION REGARDING FEES & DOCUMENT RETRIEVAL SERVICE
PLEASE INDICATE YOU HAVE READ THE FOLLOWING

<ul style="list-style-type: none"> Fees cover application and search fee which are NON-REFUNDABLE if requested document/s are not found While every effort is made to provide full and accurate information, the Council's records may be deficient due to limitations in the period records have been kept and cannot guarantee search will result in any existing documents As certain Council records are located within an external storage facility, all attempts will be made to locate documents within 2-4 weeks of receipt of application House plans may not include drainage details. Please contact your local water authority for further information. Copies of documents, if retrieved, can only be provided via email only to the owner, mortgagee, or to a person authorized in writing by the owner (a Contract of Sale will not be accepted). Personal information is held by Moorabool Shire Council in accordance with the Privacy and Data Protection Act 2014. Any personal information you share will only be used for the purpose of processing your application. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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