

# REQUEST FOR COPIES OF DOCUMENTS



<b>Applicant:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Applicant Signature:</b>		<b>Date:</b>	

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

<b>Property Address:</b>			
<b>PS/LP:</b>		<b>Lot:</b>	
<b>Volume:</b>		<b>Folio:</b>	
<b>Approx Build Date</b>		<b>C/A &amp; Sec:</b>	

(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
<b>Details:</b>			

## Fees Payable

<b>Copies of documents (Archived):</b>	<input type="checkbox"/> \$233.00
<b>Copies of Documents (Onsite):</b>	<input type="checkbox"/> \$70.00

### PLEASE NOTE:

- While every effort is made to provide full and accurate information, the Council's records may be deficient because of limitations in the period the records have been kept.
- All attempts will be made to locate documents within 2-4 weeks of receipt of application
- Personal information is held by Moorabool Shire Council in accordance with the Privacy and Data Protection Act 2014