

PRONTO BUILDING PERMITS

1 Humber Road Croydon North 3136

Tel: (03) 9727 4308 Email: prontobuildingpermits@hotmail.com

Request for Copy of Plans and Documents

Applicants Details:

Name Company

Postal Address

Telephone No

Email

Signed Date / /

Property Details:

Street No Street/Road

Town Lot/s LP/PS

*Registered Owner/s:

* Under the Building Act 1993, Section 248, it is an offence to act without the Owner's authority. If the application is not the Owner of the property, it is necessary that the current Owner's consent be obtained in writing and lodged with this application.

Where the Owner of the property has been changed since the issuing and finalizing of the building permit, proof of ownership is required. Proof of ownership in the form of a copy of the council rates notice is required.

Building Type: (i.e. Dwelling)

Information required:

Plans: All Plans [] Part Plans [] (specify)

Final Certificate [] Occupancy Permit [] Building Permit []

Other [] (specify)

*FEES: (payable on application)

**Search Fee	\$66.00 (inc GST)
Copy of Certificate of Final Inspection	\$44.00 (inc GST)
Copy of Occupancy Permit	\$44.00 (inc GST)
Copy of Building Permit	\$44.50 (inc GST)
Copy of Plans Fee	\$132.00 (inc GST) minimum fee

* Payment by cash or bank deposit BSB 484 799 ACC 200485411

**Search fee is non refundable

Notes 1.Payment of search fee and nominated document/plan fees are payable with this application. Every endeavor will be made to locate the documents requested. However no guarantees can be given. Copies of plans can be collected from 1 Humber Road Croydon North. Request to post copies of documents will incur postage and handling fees and payable prior to posting items. You will be advised by telephone when the copies are ready for collection.

2. Fees subject to change without notice

Office Use Only:

DATE.....

TAX INV NO.....

FEE PAID