



Application for Copy of Building Permit Plans or Documents

An owner of the building/land or mortgagee of the building/land, or a person authorised in writing by the owner may request a Building Plan and document search pursuant to Regulation 50 of the *Building Regulations 2018*

Property Details

*Mandatory

Number

Lot No

*Age of Building (please check Council's website - "My address" - to obtain this)

*Street/Suburb

Owner/Authorised agent details

Name/Company

Phone number

Delivery Email Address

Preferred method of delivery

Please allow up to 21 days for the return of copies of plans.

- All Files Emailed via OneDrive Link
- Pick up USB from the Civic Centre if No Access to Email



Authorised Agent Information

- If the applicant is an agent of the Owner, the below details must be completed by the Owner.
- If the applicant is a company, organisation or corporation, consent from the Manager or Director on company letterhead authorising the applicant to apply on behalf of the company is required
- If the applicant is an Owners corporation, consent from the Manager or Director on company letterhead authorising the applicant to apply on behalf of the Owner's Corporation is required
Note: Applications from Owners corporation will be limited to providing information referring to Common areas only

Please Note:

- Plans issued by Frankston City Council before 1979 (limited information available)
- Plans issued by the Shire of Cranbourne before 1994 (limited information available)

Owners Corporation - consent attached

Company, organisation or corporation - consent attached

	Office use only Evidence of Ownership checked	AP - COP
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Owners Consent:

Name

Phone number

Email Address

I confirm that I am the owner of the property and authorise the agent to apply for and obtain a copy of documents associated with the property details specified.

Owners Signature

Date

Plan copies requested – please tick

Plan type		Structure type	
Architectural Plans – Building plans		Dwelling	
Structural Drawings – Building plans		Garage	
Computations		Swimming Pool	
Specifications		Patio/Pergola	
Soil Report		Carport	
Building Permit		Commercial Industrial	
Occupancy Permit		Tenancy Fitout (commercial only)	
Certificate of Final Inspection		Other	
Warranty Insurance Certificate			

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Fees

Fees are GST inclusive. If Paying by Credit Card, a Council Officer will email you with an invoice (after application is received and lodged) to make payment within 14 days.

- **Please note – There is no guarantee the documents are available. The application fee is non-refundable if the documents are not available for:**
 - ❖ Plans issued by Frankston City Council before 1979
 - ❖ Plans issued by the Shire of Cranbourne before 1994

A nominated search fee is non-refundable for all other plan searches where plans are unavailable.

Type of Plan	Application Fee
Residential Plans	See Fee Schedule
Commercial/Industrial/Public Plans	See Fee schedule

Applicant signature

Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.

HOW TO SUBMIT & PAY

Please submit your completed form with any required documentation. Invoice will be emailed and payment can be made by one of the following methods below.

↑ In Person

via Eftpos, Visa, Mastercard, Amex, Cash, Cheque or Money Order.

Frankston City Council - Civic Centre
30 Davey Street
Frankston VIC 3199

Langwarrin Customer Service Centre
Shop 6, The Gateway
230 Cranbourne-Frankston Road
Langwarrin 3910

Seaford Community Centre
1/6 Broughton Street
Seaford 3198

✉ By Email

Please email the completed application form with any required supporting documentation to: info@frankston.vic.gov.au - Invoice will be sent

📄 Online (payment only) - [Make an online payment - Frankston City Council](#) - Refer to Online Payment Reference No. provided on Invoice

OFFICE USE ONLY

Payee Name:

Address:

TOTAL \$

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Account Code: AP/COP – 2017 Onwards – Copy of Plans

