

# Application for Copy of Building Permit Plans or Documents

Lifestyle Capital of Victoria

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

	<b>Office use only</b>	<b>AP - COP</b>
	Evidence of Ownership checked	

## 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	

# 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](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.*

## HOW TO SUBMIT & PAY

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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](mailto: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**

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### OFFICE USE ONLY

Payee Name:

Address:

TOTAL \$

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