

Application to Search for Copies of Commercial Plans

Important Information

- Copies of documents can only be provided to an owner, mortgagee or to a person authorised in writing by the owner (a contract of sale will not be accepted).
- A non-refundable application fee of **\$300.00** (GST exempt) is a search fee only and will not be refunded if no documents submitted with a building permit can be located.
- Copies of documents will be emailed only. If files are too large they will be placed on USB and mailed to the applicant. Please be advised that postage time can take up to 10 days.
- Council records are located in an external storage facility and accessing these records can take between 2–4 weeks, not including postage time.

Privacy Note

The Shire is committed to protecting your privacy. Any personal information you share will only be used to process your request. We will not give this information to any other individual unless required by law. You may access this information by contacting us on 1300 850 600.

Applicant details

Name:
Address:
Phone:
Email:

Current owner details

Select if same as above <input type="checkbox"/> <i>Continue to 'Property details'</i> .
Name:
Address:
Phone:
Email :

Owner's consent

I consent to my documents being provided to the above applicant.
Owner's signature:

Property details

(for document search)

Lot No:	Street No:
Street name:	
Suburb:	

Documents requested

Plans <input type="checkbox"/>	Building Permit <input type="checkbox"/>	Occupancy Permit <input type="checkbox"/>
Other (please specify):		

Declaration

I declare that the information provided is correct to the best of my knowledge. <input type="checkbox"/>
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Lodgement

Online: visit www.mornpen.vic.gov.au go to Pay Online, Building, Application for copies of Commercial Plans

Email: Call us on (03) 5950 1060 to make payment via credit card, record the receipt No. below and send to houseplans@mornpen.vic.gov.au.

Post: Send cheque payable to

Mornington Peninsula Shire Council - Private Bag 1000, Rosebud VIC 3939.

Fee Received \$300

Receipt No:

Quick Code: 046