

# FACT SHEET

## Building Plans and Documentation Search

### What is a building plans and documentation search?

A building plans and documentation search is a way to access Council records for a particular building.

### What types of information are included?

Available Council documentation can include building permits and documentation, drawings, builder's insurance, builder's details, engineering details, calculations, occupancy permits or certificates of final inspection, building notices and orders.

### Who can apply for a building plans and documentation search?

All building plans and documentation are protected under the Information Privacy Act 2001. Only the building owner or a person with owner's consent may request a building plans and documentation search.

### How long will a building plans and documentation search take?

Searches will generally be processed within 30 days of application.

### Why apply for a building plans and documentation search?

Accessing building plans and documentation can assist with dispute settlements, insurance claims, building alterations and the selling and buying of land (Section 32 of Land Act).

### What is the building plans and documentation search fee?

The search fee is \$33.00 per residential property (including GST) and \$110.00 per commercial property (including GST). Up to four files and/or plans may be viewed for the search fee.

The building plans and documentation search fee covers a search and not a result. The fee is **non-refundable** and Council cannot guarantee information or results.

### Can I have copies of the plans and documentation?

A4 and A3 size plans and documentation can be copied in-house (Council). The first 5 pages copied (A4 or A3) are free of charge.

Additional copying fees are: \$1.10 (including GST) per A4 page, \$2.20 (including GST) per A3.

### External copying:

Items larger than A3 are copied externally by a council approved third-party (Creffield). Once the plans are copied, the applicant will be contacted by Creffield and arrangement will be made for pick-up and payment directly with Creffield. [www.creffield.com.au](http://www.creffield.com.au)

### What plans and documentation are not kept by Council?

From July 2005, Council will not keep building plans and documentation dating back more than 30 years. These plans and documentation are archived with Public Record Office Victoria. Enquiries can be made by contacting 9348 5740 or by visiting [www.access.prov.vic.gov.au](http://www.access.prov.vic.gov.au)

### How to apply:

To apply complete the application form on the reverse of this fact sheet. The application must be submitted with the prescribed fee, a copy of owner's consent or proof of ownership.

#### Apply in person:

*Building Branch, Council House  
Level 6, 200 Lt Collins Street, Melbourne*

#### Apply by post:

*Municipal Building Surveyor  
City of Melbourne  
PO Box 1603*

#### **MELBOURNE VIC 3001**

Cheques must be made payable to 'City of Melbourne'.

All further enquiries can be directed to the Building Branch, Administration Officer on 9658 9658.



# APPLICATION FOR BUILDING PLANS & DOCUMENTATION SEARCH

Applicant: Agent of Owner <input type="checkbox"/>				Owner <input type="checkbox"/>		<i>(Tick applicable box)</i>	
Company Name:							
Address:					Postcode		
Contact person:					Telephone No.		
Response by Email:					Facsimile No.		

Nature of Property Information Requested <i>(Tick applicable box)</i>	Application Fees
<b>Copies of plans or other documentation</b> Building permits, drawings, insurance, builder's, engineering's details, calculations, occupancy permit or certificate of final inspection etc	\$33.00 per residential property (including GST), \$110.00 per commercial property (including GST). Copying fee of \$1.10 (including GST) per A4 page, \$2.20 (including GST) per A3 and for sheets larger than A3 is priced on application.

Property Information Required For			
Flat/Unit No.	Address	Suburb	Directory Reference

**Important Notes**

**Council does not keep records or copies of plans and other documentation dating back more than 30 years. These plans and documentation are stored at Public Record Office Victoria. Any enquiries can be made by contacting 9348 5740 or go to website [www.access.prov.vic.gov.au](http://www.access.prov.vic.gov.au)**

**Restrictions apply to information requiring owner's consent or classified as sensitive in accordance with the Information Privacy Act 2001. The owner's written consent or proof of ownership (Identification or rates certificate) is required prior to this application being processed. Applications for copies of plans and other documentation will generally be processed within 30 days. However more complex plan searches may take longer.**

Consent to Application		
<i>I am a current owner of the above property and I authorise the applicant noted above to view any relevant permit documents and obtain copies as required on my behalf.</i>		
Owner's Name		
Address		Post Code
Telephone Number	Signature	Date

**Office Use**

Transaction Code: **BPLAN**, Residential \$33 (\$30 plus \$3 GST)  
 ..... Commercial \$110 (\$100 plus \$10 GST)  
 Transaction Code: **BLPH**, Photocopy fees A4 page \$1.10 (\$1 plus \$0.10 GST)  
 ..... A3 page \$2.20 (\$2 plus \$0.20 GST)

The personal information requested on this form is being collected by Melbourne City Council for the Management of the application. The Council will use this information only for that purpose or for directly related purposes. You may apply to Council for access to your personal information or to amend the same. If you do not provide this information your application may not be processed.