REQUEST FOR COPIES OF BUILDING DOCUMENTS

HOBSONS BAY CITY COUNCIL

Applicant Details

Name: _____

Address: _____

Email: _____

Telephone/s: _____

Signature: _____ Date: _____

Property Details

Street Number: _____ Street Name: _____

Suburb/Postcode: _____

Lot: _____ LP/PS: _____ Volume: _____ Folio: _____

Owners Declaration & Consent

Name/s: _____

Signature: _____ Date: _____

Notes:
1) Individual documents from building permits issued after June 2008 can be requested at a fee of $50 per document type.
2) All fees are inclusive of GST.
3) Requests will be emailed. Hard copies can be provided on request for an additional cost at the following rates per page. A4 $1.80, A3 $6, A2 $6.50, A1 $8.50 and A0 $12.
4) Fee is per permit.

Type of Development

- ☐ Single Residential Dwelling $130
- ☐ Residential Unit/Townhouse $247.20
- ☐ Commercial/Industrial (from $247.20)
- ☐ Other (specify) _____
- ☐ Dwelling
- ☐ Garage/Shed
- ☐ Verandah/Carport
- ☐ Other (specify) _____

Documents Required

- ☐ All documents available on file
- ☐ Other (specify) _____

Building Permit Details (Office Use)

Building Permit Number: _____

Box Number: _____

This completed form can be emailed to building@hobsonsbay.vic.gov.au

OFFICE USE ONLY

Ledger Number: 56200.5515 Cashier ID: Amount: $ Receipt: Date:

CREDIT CARD PAYMENT FORM

HOBSONS BAY CITY COUNCIL

Please charge my credit card the amount of $..... (Ledger number 56200.5515)

Credit Card Payment

Credit Card Number: | | | | | | | | | | | | | | | | |

Bank Card / Master Card / Visa Card Expiry Date: _____ / _____

Cardholders Name: _____

Cardholders Signature: _____ Date: _____

Privacy Collection Statement

The personal information requested on this form is being collected by the Hobsons Bay City Council's Building Department and is necessary in order to process your request for copies of documents in accordance with Regulation 50. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. You have a right to seek access to your personal information and make corrections. If you have any queries or wish to gain access to amend your information please contact the Council's Building Department on 9932 1196.

OFFICE USE ONLY

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