



## Request for Copies of Permits and Plans

- Issued Planning Permits and Endorsed Plans
- Building Permit Documentation

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone / Mobile No: \_\_\_\_\_

**If the applicant is not the owner, the owner's consent must be obtained in writing and lodged with this application.**

ADDRESS OF PROPERTY (please provide as much information as possible, including title details):

\_\_\_\_\_  
\_\_\_\_\_

Planning Permit Number (if applicable): \_\_\_\_\_

Building Permit Number (if applicable): \_\_\_\_\_

Please read and fill out the following section making sure that you specify the information you require, then sign and date the request:

I \_\_\_\_\_ request the following information be forwarded to the following email address: \_\_\_\_\_

Please refer to Planning Permit Fees at [Mount Alexander Shire Council website](#)

Please specify details of documentation required:

\_\_\_\_\_  
\_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_

**Warning:** Copyright Laws may apply to plans. Mount Alexander Shire Council will accept no responsibility for any costs incurred of any misuse of plans provided.

I agree to pay the appropriate fees and acknowledge that the fees charged are related to the time involved searching records, retrieval of storage files, and that **no refund** will be given if plans and documents cannot be located, or if detail is poor or omitted.

Signature.....

Date:.....