

REQUEST FOR INFORMATION

Building Regulation 50

Building Act 1993 – Building Regulations 2018

Application Fee – \$92.40 (incl GST) (Class 1 & 10), **\$164.40** (incl GST) (Class 2 to 9)
(Office Use Only – Code 327)



Applicant Details

Name			
Postal Address			
City/Suburb/Town		Post Code	
Email Address		Phone Number	

Property Details

Number		Street/Road			
City/Suburb/Town				Postcode	
Lot/s		LP/PS		Volume	
Folio					
Municipal District	MOIRA SHIRE COUNCIL				

Type of Request

Residential (Class 1 & 10) ☐
(eg. dwellings, sheds, pools)

Commercial and Other Buildings (Class 2 - 9) ☐

Requested Plans / Documents

- | | |
|--|---|
| ☐ Building Permit | ☐ Site Plan |
| ☐ Occupancy Permit | ☐ Floor Plan |
| ☐ Certificate of Final Inspection | ☐ Elevation Plan |

Reason for Request

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Please Note

1. If the Applicant is **not the owner of the property**, a **Letter of Owner Authorisation** must be provided with this application form.
2. Requests for permit documents and plans are processed upon payment received by Council.
3. Additional fees may apply for multiple permits.
4. All responses will be emailed unless notified otherwise.
5. Please allow up to **28 business days** for your application to be processed.



I acknowledge that this search fee is non-refundable and that Council cannot guarantee that any documentation will be found. (please tick your agreement)

Applicant's Signature

Date

Collection Statement: Moira Shire Council is collecting personal information on this form for the Municipal purposes as specified in Building Act 1993 and Building Regulations 2018 that Council has a responsibility to administer. The Personal Information collected will be used for the purpose it was collected and/or a directly related purpose. Council may disclose this information to other organisations if required by legislation. If you do not provide the information required, Council will not be able to process your application.

You can find out more about how we use and protect your information by viewing our Privacy Statement on our website www.moiravic.gov.au.

Moirá Shire Council

ABN: 20 538 141 700

Post: PO Box 578, Cobram, Vic 3643

Cobram Administration Centre:

44 Station Street, Cobram

Yarrawonga Service Centre:

100 Belmore Street, Yarrawonga

Phone: 03 5871 9222

Fax: 03 5872 1567

NRS: 133 677

Email: info@moiravic.gov.au

moiravic.gov.au



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Building Documents or Plans Letter of Owner Authorisation

Under Section 248 of the *Building Act 1993*, a person must not act on behalf of an owner of a building or land for the purpose of making an application, appeal or referral under this act or regulations, unless the person is authorised in writing by the owner to do so.

If you are acting on behalf of the property owner, please ensure the owner of the property, for whom you are acting, has completed the details below. This authorisation must be printed, signed and returned to Council with the request application form.

To Moira Shire Council, Building Department

I, _____ (insert property owner's name)

As the owner of _____ (insert property address)

Hereby authorise

_____ (insert agent's name)

of _____ (insert agent's address)

to obtain a copy of documents on my behalf.

This information is required for the property located at:

_____ (insert property address)

Property Owner's Signature

Date

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