

Request for Building Permit Documentation



This application will provide you with the Building Permit, Occupancy Permit/Final Certificate, and Insurance Certificate only (all where available). This does not include Plans.

The fee is \$80 per set of documents. This is a "NON-REFUNDABLE SEARCH AND COPY FEE".

Please note in most circumstances Council will not have Occupancy Permits for properties built prior to 1994.

Fee schedule valid until 30 June 2023

Please return completed form to buildings@casey.vic.gov.au

Property Details

Date Requested:

STREET NO:	LOT NO:	LP/PS:
STREET:	SUBURB:	
REASON FOR REQUEST:		

Applicant's Details

APPLICANT'S NAME:	PHONE NUMBER:
ADDRESS:	POSTCODE:
OWNER'S NAME:	PHONE NUMBER:
ADDRESS:	POSTCODE:
VERIFICATION OF IDENTITY (COPY OF LICENCE) <input type="checkbox"/> OWNER/COMPANY DELEGATE <input type="checkbox"/> APPLICANT AND LETTER OF AUTHORISATION & COPY OF OWNER'S LICENCE: (IF NOT OWNER) <input type="checkbox"/>	
FOR ALL PROPERTIES IN A COMPANY NAME AUTHORISATION MUST BE IN WRITING ON COMPANY LETTER HEAD <input type="checkbox"/>	
METHOD OF RECEIPT (PLEASE SELECT ONE): PICK UP <input type="checkbox"/> MAILED <input type="checkbox"/> EMAILED <input type="checkbox"/>	
EMAIL/MAILING ADDRESS: _____	
I understand this is a search and copy fee and if no documentation is available, the fee will be not be refunded: Applicant's signature: _____	
Privacy Statement <i>Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 9705 5200.</i>	

Payment Method

CREDIT CARD (SEE ATTACHED FORM) <input type="checkbox"/>	CHEQUE ENCLOSED <input type="checkbox"/>
RECEIPT #: _____	

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

caseycc@casey.vic.gov.au

PO Box 1000

Narre Warren VIC 3805

ABN: 43 320 295 742

Customer Service Centres

Cranbourne – Cranbourne Park Shopping Centre

Narre Warren – Bunjil Place, Patrick Northeast Drive