

# Request for Copy of House Plans

This application will provide you with the Plans, Building Permit, Occupancy Permit/Final Certificate, Soil Report and Insurance Certificate (all where available).

The fee is \$130 for the first Building Permit file and a further \$45 fee applies for each subsequent file pertaining to the same property. This is a "NON-REFUNDABLE SEARCH AND COPY FEE".



Fee schedule valid until 30 June 2023

Please return completed form to [buildings@casey.vic.gov.au](mailto:buildings@casey.vic.gov.au)

## Property Details

## Date Requested:

STREET NO:	LOT NO:	LP/PS:
STREET:	SUBURB:	

WHAT PLANS ARE REQUIRED: \_\_\_\_\_

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)  OWNER  APPLICANT  
AND LETTER OF AUTHORISATION & COPY OF OWNER'S LICENCE: (IF NOT OWNER)

FOR ALL PROPERTIES IN A COMPANY NAME AUTHORISATION MUST BE IN WRITING ON COMPANY LETTER HEAD

METHOD OF RECEIPT (**PLEASE SELECT ONE**) : EMAILED(PREFERRED)  PICKUP

EMAIL 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**  
*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.*

## Payment Method

CREDIT CARD (SEE ATTACHED FORM)  CHEQUE ENCLOSED

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](mailto: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