



DATE COMPLETED:

POST: YES / NO
PICKUP: YES / NO

APPLICATION FOR A PLAN SEARCH

Property located at: _____

*Type of Plans/Info require: _____

*Lot Number: _____ *Approx. Year of building permit: _____

Owners Name: _____ Phone: _____

Address: _____ Date: _____

Owners Signature: _____

I HEREBY AUTHORISE A SEARCH TO BE UNDERTAKEN BY:

Applicants Name: _____ Phone: _____

Address: _____

The Owner or their Agent or Mortgagee of the building, or any person authorised in writing by such Owner or Mortgagee, shall be entitled to inspect the copy of drawings and specifications retained by the City of Bayside at the Sandringham Offices during normal office hours and obtain a copy of those documents. Please note that the majority of Council records only date back to 1960's, therefore the Council cannot guarantee that all searches will be successful. A Plan Search will normally take approximately two to three weeks. Please call this office if you have not heard from the Council after this period.

(*Note: This information may assist staff in locating plans quicker)

FEES:

- # Residential \$160.00 (archival search/copies)
- # Commercial \$230.00 (archival search/copies)

Fees Effective 1 July 2009

OFFICE USE ONLY

Code 10

Name: _____ Date: _____

Address: _____

Fee: \$ _____ Receipt No: _____ Collected: ___/___/___

Account : T330

Privacy Information:

"We understand that Council will use the information provided in this letter for the purpose of processing our request for information and for internal research purposes. We also understand that we may gain access to this information by contacting Council's privacy officer on 9599 4444 or at privacy@Bayside.vic.gov.au"