

# Application for Copy of Building Plans or Documents

Lifestyle Capital of Victoria

## Applicant details

- An owner of the building/land or mortgagee of the building/land, or a person authorised in writing may request a Building Plan and document search. Regulation 50 of the *Building Regulations 2018*
- If the applicant is an agent of the Owner, this form must be accompanied by the Owner's written consent
- If the applicant is a company, organisation or corporation, consent from the Manager or Director on company letterhead authorising the applicant to apply on behalf of the company is required
- If the applicant is an Owners corporation, consent from the Manager or Director on company letterhead authorising the applicant to apply on behalf of the Owner's Corporation is required
- Applications from Owners corporation will be limited to providing information referring to Common areas only

### Please Note:

- Plans issued by Frankston City Council before 1979 are not available
- Plans issued by the Shire of Cranbourne before 1994 are not available

Owner  Authorised Agent of Owner

Individual - consent attached

Owners Corporation - consent attached

Company, organisation or corporation - consent attached

	Office use only Evidence of Ownership checked	AP - COP
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Name

Preferred telephone number

Email

Postal Address

## Owner Details

Name

Preferred telephone number

Email

Postal Address

## Property information

\*Mandatory

Number

Lot No

\*Year property built (please check Council's website -  
"My address"- to obtain this)

\*Address

## Preferred method of delivery

Please allow up to 21 days for the return of copies of plans.

Email - This method is only available for plans collectively under 10mg (if over 10mg these will automatically be mailed to you on a password protected USB

Password protected USB - by Mail

or pick up USB from the Civic Centre

## Plan copies requested – please tick

Plan type		Structure type	
Architectural Plans – Building plans		Dwelling	
Structural Drawings – Building plans		Garage	
Computations		Swimming Pool	
Specifications		Patio/Pergola	
Soil Report		Carport	
Building Permit		Commercial Industrial	
Occupancy Permit		Tenancy Fitout (commercial only)	
Certificate of Final Inspection		Other	
Warranty Insurance Certificate			

## Fees

Fees are GST inclusive. If Paying by Credit Card, a Council Officer will email you with the details to make payment within 14 days.

**Please note – There is no guarantee the documents are available. The application fee is non-refundable if the documents are not available**

Type of Plan	Application Fee
Residential Plans	\$190.00
Commercial/Industrial/Public Plans	\$260.00

## Applicant signature

### Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.

## HOW TO SUBMIT & PAY

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Please submit your completed form with any required documentation and payment via one of the methods below.

**† In Person**

**via Eftpos, Visa, Mastercard, Amex, cash, cheque or money order.**

Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199

Langwarrin Customer Service Centre  
Shop 6, The Gateway  
230 Cranbourne-Frankston Road  
Langwarrin 3910

Seaford Community Centre  
1/6 Broughton Street  
Seaford 3198

**✉ By Mail**

**via cheque or money order**

Frankston City Council  
PO BOX 490  
Frankston VIC 3199

**✉ By Email**

Please email the completed application form with any required supporting documentation to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

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### OFFICE USE ONLY

Payee Name:

Address:

TOTAL \$

Account Code: AP/COP – 2017 Onwards – Copy of Plans