

## Request for Copy of House Plans

*Building Regulations Reg 50*

Fee Schedule valid until 30 June 2026

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

### Applicants Details:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ P/C \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_ P/C \_\_\_\_\_

Builder's Name: \_\_\_\_\_ Age of Premises: \_\_\_\_\_

Please note: 'Owners Authorisation' form or written consent from current owners needs to accompany this application (see 'Owners Authorisation' separate form on Website).

### Property Details:

Lot/Unit No. \_\_\_\_\_ Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ Suburb \_\_\_\_\_

**Please Note: Records prior to 1966 may be unavailable – please telephone 1300 368 333 if you are unsure**

### Information Required:

This application will provide you with Plans, Building Permit, Occupancy Permit/Final Certificate (all where available on the building file)

We advise that every endeavour will be carried out in the search for your requested file. However, Council cannot guarantee that a building file will be available and the fee for this service is non-refundable. Allow 10-15 working days for plans. Delays can occur as files are kept in storage off site.

☐ **Building Permits \$220.00 (for 2 permits only) includes up to 5 A1 sheets  
(\$5.85 per additional A1 sheet)**

☐ **Additional Permits \$62.50 (per permit) includes up to 5 A1 sheets  
(\$5.85 per additional A1 sheet)**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Delivery Method – Select one option only RC PLAN

- ☐ Post to \_\_\_\_\_
- ☐ Email to \_\_\_\_\_

### **PICK UP DOCUMENTS AT COUNCIL OFFICES:**

*(You will be contacted by telephone when documents are available for collection)*

#### **Please tick one:**

- ☐ - Lilydale (61-65 Anderson Street)
- ☐ - Monbulk (21 Main Road)
- ☐ - Yarra Junction (cnr Hoddle St and Warburton Hwy)
- ☐ - Upwey (40 Main Street)
- ☐ - Healesville (110 River St)