

**WEST WIMMERA SHIRE COUNCIL**  
**REQUEST FOR COPIES OF BUILDING PLANS**



**OWNER/AGENT OF OWNER DETAILS**

<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	

**PROPERTY DETAILS**

<b>Address:</b>	
<b>Lot/CA:</b>	<b>LP/PS/TP:</b>
<b>Sec/Blk:</b>	<b>Assessment No:</b>

**DOCUMENT DETAILS**




Minor/Single Document (\$51.50 fee)	<input type="checkbox"/>
File Search/Full permit history (\$130.00 fee)	<input type="checkbox"/>
<b>Type of documents requested</b> (eg site plan, elevations, copies of permits)	
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<b>Date of issue of permit</b> (if known):	
<b>Permit/Certificate number/s</b> (if known):	
<b>Any other information that may assist with the search:</b>	
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**GENERAL INFORMATION**

The search comprises an electronic search of all systems, physical searches of hardcopy files and searches of old registers if applicable.  
Copies of documents will only be provided in accordance with the Privacy Act.  
The prescribed fees are non-refundable if no plans or documents are able to be located.  
The search fee will be invoiced to you and the search will not commence until such time as the invoice is paid.

**CONTACT US**

 [council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)  
 [www.westwimmera.vic.gov.au/](http://www.westwimmera.vic.gov.au/)  
 13 WWSC (13 99 72)

 PO Box 201 Edenhope, VIC 3318  
 49 Elizabeth Street, Edenhope, VIC 3318  
 25 Baker Street, Kaniva VIC 3419

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 [www.instagram.com/westwimmera](https://www.instagram.com/westwimmera)

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**DECLARATION**

I declare that I am the owner/authorised by the owner of the abovementioned property. I understand that I may be committing an offence should the owner of the property not give consent for my access to these documents.

**Owner name:**

**Date:**

**Owner signature:**

**Agent of owner name:**

**Agent of owner signature:**

**PRIVACY**

We will handle any personal information in this form in accordance with the *Privacy and Data Protection Act 2014*. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.  
For more information please contact our team on 139972.

**CONTACT US**



[council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)



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