

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Application to Search for Copies of Plans or Occupancy Permit

All search fees will not be repaid if no documents are found and extra charges will apply for photocopying.

<input type="checkbox"/> Pre 1997 \$129.50	<input type="checkbox"/> Post 1997 \$70.80
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Applicant

Name:						
Postal address:			Postcode			
Phone number: Home:		Work:		Mobile:		
Email address:				Fax:		
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No, you must supply a copy of letter of permission from the owner						

Property (address which you are seeking a search on)

Lot number:_____	PS:_____	Street number:_____			
Street name:					
Town:		Postcode			
Title particulars: Volume:	Folio:	Approximate age of house:			
Owners name at time of construction: (if known)					

Type of Search

<input type="checkbox"/> House plans (may not show storm water drainage)
<input type="checkbox"/> Occupancy permit
<input type="checkbox"/> Other, please specify (e.g. soil report)_____

Important Information

Under the Building Act 1993, Section 248, it is an offence to act without the owners' consent. If a search is needed for more than one (1) property, then multiple fees will apply. The fee is for looking for any documents, the fee will not be refunded if no documents are found.

Please allow a minimum of 10 working days for the search to take place.

Signature: _____	Date: ____/____/____
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Office Use Only:	
Reference Number: AP/B3/_____	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Eftpos <input type="checkbox"/> Credit Card
Amount Paid: \$_____	Receipt Number: _____ Receipt Date: ____/____/____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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If you wish to pay by credit card please contact Council on (03) 5153 9500.

Submitting your application

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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