



## APPLICATION FOR PLANNING & BUILDING INFORMATION REQUEST

**PERSON/ORGANISATION REQUESTING INFORMATION**

Name of Applicant					
Name of Company					
Address for Response					
Contact Numbers: Phone:		Fax:		Mobile:	
Email					

**SITE OF ADDRESS (FOR REQUEST)**

Number	
Street/Road	
Town	

**REQUEST TYPE:**

It is recommended you contact us before lodging this request, to establish the likelihood of any documents being available. Tick applicable option (fees include GST)

PLANNING DEPARTMENT		
✓	ITEM	AMOUNT
	Request copies of Planning Permit(s) - Supply Permit Number if known	\$60.00
	Request copies of Endorsed Plans(s) – Standard search fee of \$60.00 plus \$3.50 per plan A2 size and above.	\$60.00
BUILDING DEPARTMENT		
	Request copies of Building Permit(s) (with owners consent)- Supply Permit Number if known	\$60.00 + printing
	Request copies of Occupancy Permit (s) (with owners consent)- Supply Permit Number if known	\$60.00 + printing
	Request copies of Building Permit including Plans(s) –	\$60.00 + printing
	Application for Building Information Request – Regulation 326	\$46.10 per section
HEALTH DEPARTMENT		
	Request for Septic Tank Permit(s) including Plan(s)	\$60.00

**APPROVAL GRANTED BY OWNER (where relevant)**

OWNERS NAME (Print)

OWNERS SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

**PAYMENT**

**Please Note:** If you wish to pay for your request by credit card, please tick the box and we will ring you upon receipt of your inquiry to collect your card details, otherwise please attach your cheque or make payment with our cashier.

Fees Received: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_

**RETURN TO:** Ararat Rural City Council  
Planning & Building Department  
PO Box 246, Ararat Vic 3377

Phone: 5355 0200