

GREATER SHEPPARTON CITY COUNCIL PLAN RETRIEVAL

Privacy Statement

The personal information collected on this form will be used only for the administration of the Greater Shepparton City Council **Building Services**.
Your personal information may be used or disclosed to organisations directly involved in the delivering of the service, as required by law or with your consent.

Please note this plan retrieval application is available online at
<https://eservices.greatershepparton.com.au/ePathway/Production/Web/default.aspx>

Go to the Applications tab and Select New Application – scroll down, select Plan Retrieval and continue

- § **Council does not have plans for housing commission homes prior to 1985 or Buildings older than 1930's**
- § The building plans and documentation search fee covers a search and not a result.
- § The fee is **non-refundable** and Council cannot guarantee information or results.
- § We may not have any records on the property requested.
- § Payment must be made prior to the request for information being processed.
- § Please supply as much information as possible.

NOTE: The following information is specifically required for those properties rated by the former Shire of Shepparton prior to 1994. The Building Permit register lists all Building Permits primarily in the then owner's name.

**Ownership details when building was constructed
(Owner/Builder)**

Address of property where information is required:

Applicants Details (If not Owner)	Property Owner Details
Applicants Name	Name of Owner
Signature of Applicant	Signature of Owner (I consent to the information being disclosed to the applicant)
Date:	Date:
Contact Phone Number:	Contact Phone Number:
E-mail:	E-Mail:

A. Copy of Residential Plans (Please tick) House , Garage , Carport , Shed , Other:	Fee \$86.90 (GST Inclusive)	Both A & B Fee \$150.40 (GST Inclusive)
B. Copy of Residential Permits etc (Please tick) Occupancy Permit's Building Permits Certificates Age of Building Other:	Fee \$63.50 (GST Inclusive)	
C. Copies of Commercial Plans and Permits:	Minimum	
Please specify:	Fee \$108.90 (GST Inclusive) (total amount to be determined)	

Approximate age of building works

Payment method (please tick)

Cheque (payable to Greater Shepparton City Council)

Cash

OFFICE USE ONLY	Pre-Payment - Building Enquiry
Fee paid \$	
Date of Payment:	
Receipt No:	

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