

# REQUEST FOR COPY OF BUILDING DOCUMENTS



I, WARREN GREENWOOD owner/agent One Attached And on (written authorisation required)  
request to search for and provide a copy of building plans/documents for the fee of Monash Files  
\$47-90 (see fee schedule below). W. Already.

## ADDRESS OF THE PROPERTY I'M REQUESTING COPY OF BUILDING DOCUMENTS FOR:

10-12 BOGONG AVE GLEN WAVERLEY VOLUME 10040 FOUR 952  
LOT 1 PS 309615Q

Email Address: wgreenwo@gmail.com Phone: 0403028948

Postal Address: 7 HEWLETT AVE GLEN WAVERLEY

Plans are not released without owner's written consent – allow 10 working days for retrieval/copying files (stored offsite).

## PREFERRED METHOD TO RECEIVE DOCUMENTS (please tick):

- Electronically     USB (additional fee of \$65)     Collected from Council (Hard Copy)     By mail

## FEES (GST inclusive)

- |                          |   |   |   |
|--------------------------|---|---|---|
| <input type="checkbox"/> | Copy of plans - Class 1 or 10 (House/Unit Plans)    | Dwelling, shed, garage etc.   | \$176 search fee - max. 2 permits (includes copy charge)<br>\$45.70 copy charge for each additional permit                    |
| <input type="checkbox"/> | Copy of plans - Class 2 - 9 (Commercial)            | <b>Minor</b> - small office, shop, restaurant   | \$250 search fee - max. 4 permits (includes copy charge)<br>Plus \$31.50 per sheet A0-A2<br>A3, A4 \$1.90 per sheet           |
| <input type="checkbox"/> | Copy of plans - Class 2 - 9 (Commercial/Industrial) | <b>Major</b> - supermarket, factory, shopping centre, office, hotel, public building etc. | \$475 search fee - max. 4 permits or stages (includes copy charge)<br>Plus \$31.50 per sheet A0-A2<br>A3, A4 \$1.90 per sheet |

- Copy of (please circle):
- Building Permit or Staged Building Permit    \$47.90 search fee each (includes copy charge)
- Certificate of Final Inspection
- Occupancy Permit
- And Any ASMEZ CONDITIONS

- Council will endeavour to provide you with the requested documents but cannot guarantee the quality or the availability of the information. If the building work was completed prior to 1970, requested documents may be limited.
- The search fees listed above are non-refundable.
- Property Information Certificates under Regulation 51 require a separate application – see form BLD0319.

Signed: W. Greenwood Date: 6<sup>th</sup> SEPT 2021

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## SUBJECT PROPERTY ADDRESS:

10-12 BOROOND AVE GLEN WAVERLEY

## PAYMENT OPTIONS:

M/C 5163 2020 3592 5423

EXP 10/23

CCV ON REQUEST ONLY. 6/9/2021

### In Person at:

293 Springvale Road  
Glen Waverley

or

### Mail – Cheque/Money Order:

PO Box 1  
GLEN WAVERLEY VIC 3150

or

### Email – Credit Card:

[mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au)

## Information Privacy

The Privacy and Data Protection Act 2014 protects the personal information of individuals. The City of Monash takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. The Council will only use and disclose information for the purpose/s for which it is collected.

The Council has adopted policies and procedures to protect personal information. These are available at Council's web site [www.monash.vic.gov.au](http://www.monash.vic.gov.au). Queries regarding Council's handling of information privacy can be directed to the Information Privacy Officer, telephone 9518 3555.

BLD 0346 – Last updated - 29/07/2021



ATTACHMENT TO  
CERTIFICATE OF OCCUPANCY REQUEST  
DATE 6/9/21

6th September 2021

Planning Department

Monash Council \_\_\_\_\_  
(Local Council)

293 Springvale Road \_\_\_\_\_  
(Council address)

Glen Waverley; 3150 \_\_\_\_\_

To whom it may concern

**Re: Occupancy Permit(s)**

I write as a member of The Uniting Church in Australia Property Trust (Victoria), the legal owner of the following property or properties constructed before and after 1 July 1994 or upgraded after 1 July 1994:

10-12 BOGONG AVE GLEN WAVERLEY,  
VOLUME 10040 FOLIO 952  
LOT 1 OR PROV SUB 309615 Q

I authorise the below named representative of a Church Council of a Congregation of The Uniting Church in Australia to obtain a copy of the Occupancy Permit(s) from your Council regarding the above-mentioned property or properties. Please supply the Occupancy Permit to the contact below:

Church Council Representative Name: Warren Greenwood \_\_\_\_\_

Congregation: Uniting Church of Australia

Email: wgreenwo@gmail.com \_\_\_\_\_

Congregation postal address: 10 - 12 Bogong Ave, Glen  
Waverley3150 \_\_\_\_\_

If you have any questions regarding this letter, please contact Siobhan Reed on (03) 9116 1956 or by email [Siobhan.Reed@victas.uca.org.au](mailto:Siobhan.Reed@victas.uca.org.au)

Yours sincerely

**Rod Skilbeck**  
Synod Property Trust Secretary  
Authorised signatory for The Uniting Church in Australia Property Trust (Victoria)