

# Copies of Plans or Occupancy Permit



All search fees are non-refundable if no documents are found and extra charges will apply for photocopying.

<input type="checkbox"/> <b>Pre 1997 \$149.00</b>	<input type="checkbox"/> <b>Post 1997 \$82.00</b>
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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,							
<b>Note: You must supply a copy of letter of permission from the owner</b>							

## Property (address which you are seeking a search on)

Street number:		Street name:							
Town:					Postcode				
Lot number:				LP/PS number:					
Crown allotment:		Section:			Parish:				
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 searching for documents and 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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## 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](mailto:feedback@egipps.vic.gov.au)

JULY 2025

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## Contact Council



03 5153 9500



[feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)



[eastgippsland.vic.gov.au](http://eastgippsland.vic.gov.au)



PO Box 1618, Bairnsdale 3875

## Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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