



GLEN EIRA
CITY COUNCIL

OWNERS CONSENT

Regulation 50 of the *Building Regulations 2018* provides that only “an owner of the building/land or mortgages of the building/land, or a person authorised in writing” may request a copy of building plans or documents for a property.

Where the owner of the property is an individual, please complete the following:

I, _____

Being the owner of (address) _____

Phone _____ Email _____

Authorise _____

Of address _____

To collect the requested documentation relating to my property on my behalf:

Where the owner is a company, organisation or corporation, this application must include a letter of consent on the company letterhead, including contact details and an ABN number, signed by a company director. This letter of consent must specify that the named applicant is authorised to collect the requested documents.

Where the application relates to multiple properties with an owners corporation, this application must include a letter of consent on the body corporate letterhead, or minutes of a body corporate meeting, specifying that the named applicant is authorised to collect the requested documents.

I confirm that the information provided on the above form is true and correct. I also acknowledge that there is no guarantee that Council will hold the documents requested.

OWNER'S SIGNATURE _____

DATE _____

Information privacy

The personal information requested is required primarily for the provision of the services referred to on this form and will only be shared with those directly responsible for providing that service. If you do not provide the information, we may not be able to deliver the service.

If you would like to know more about privacy at Glen Eira City Council, including your right to seek access to any information collected on this form, contact Council's privacy officer on 9524 3333.