Request For Copies Of Documents   
*BUILDING ACT 1993* BUILDING REGULATIONS 2018

Regulation 50

**Privacy Statement:**

**The personal information is being collected by Council for Building information in accordance with the Building Act 1993. Your information will be stored in Council’s Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council’s Privacy Policy at ;** [**https://www.wyndham.vic.gov.au/privacy-policy**](https://www.wyndham.vic.gov.au/privacy-policy)

**APPLICANT NAME**:

**ADDRESS**:

**Telephone:**  **Email**:

**\*Email address must be supplied – documents will be provided digitally only**

Property Address for requested information:

**Lot Number Street Number Street Name**

**Suburb Postcode:**

**NOTE: A person shall not act as the agent of an owner or other person having equity in the property unless he/she is authorised in writing by the owner to do so.**

| Owner declaration: I hereby give the above applicant permission to obtain a copy of the requested documents for my property as noted on this form | | | |
| --- | --- | --- | --- |
| SIGNATURE of **OWNER** | | | |
| Print name |  | Date | ---/ -- / ----- |

**APPLICATION WILL NOT BE PROCESSED WITHOUT THE CURRENT OWNERS SIGNATURE.**

**If the owner is a company, provide written authorisation on letterhead from company director**

|  |  |
| --- | --- |
| **Type of structure:**  **Note: if more than 1 structure selected, these could be on separate building permits, therefore incurring additional fees.**  **Fees payable are per building permit** | |
| **Dwelling** |  |
| **Dwelling & Garage (could be separate permits incurring additional fees per permit)** |  |
| **Dwelling Addition / Alteration** |  |
| **Garage** |  |
| **Carport** |  |
| **Verandah** |  |
| **Other – please specify** |  |



|  |  |  |
| --- | --- | --- |
| **Request for the following:- (please select)** | | |
| **File Search & Retrieval Fee (non refundable)** |  | **$45.00** |
| **Certificates** | **Building Permit** | **$85.00** |
|  | **Occupancy Permit** | **$85.00** |
|  | **Domestic Work Insurance** | **$85.00** |
| **Pool Register & Compliance** | **Certificate of Pool / Spa Barrier Compliance (Form 23)** | **$85.00** |
|  |  |  |
| **Plans / Computations / Reports** | **Plans** | **$145.00** |
|  | **Soil Report** | **$145.00** |
|  | **Truss Computations** | **$145.00** |
|  | **Other: Please Specify** |  |
|  |  |  |
| **All of above (if available)** |  | **$280.00** |
|  | **Total** | **$** |

Once your application has been assessed, you will receive an invoice and link to make credit card payment online. Alternatively, cash payments can be made at the Civic Centre

* Fees include a file search and retrieval fee which is NON REFUNDABLE if requested document/s are not found
* While every effort is made to provide full and accurate information, Council’s records may be deficient due to limitations in the period records have been kept and cannot guarantee search will result in any existing documents
* As certain Council records are located within an external storage facility, all attempts will be made to locate documents within 10 business days of payment however there is a possibility of a delay exceeding this timeframe.
* House plans may not include drainage details. Please contact your local water authority.
* Legal point of discharge locations can be obtained by completed an Application for Legal Point of Discharge form on Council’s website.

**NOTE: Building plans are Copyright. Reproduction of building plans are an infringement of Copyright. Any persons who reproduce a building plan may be liable under The Copyright Act 1968. Council does not authorise the reproduction of any building plan.**

Please send completed applications to [mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au) or post to PO Box 197 WERRIBEE VIC 3030

\* Note this form is valid for the 2023-2024 financial year