

# Building Permit - Request for Copy of Documents

Regulation 50 of the Building Regulations 2018

Applicant Details	
<b>Applicant Name:</b>	
<b>Applicant Postal Address:</b>	
<b>Applicant Phone:</b>	<b>Applicant Email:</b>

Owner Details			
<b>Registered Owner Name/s:</b>			
Under the <i>Building Act 1993</i> , Section 248, it is an offence to act without the Owner's authority. If the applicant is <b>not</b> the owner of the property, it is necessary that the current Owner's consent be obtained in writing and lodged with this application.			
<b>Owner's consent attached – (If applicable)</b>	<b>Yes</b>	<b>No</b>	

Property Details		
<b>Street Number:</b>	<b>Lot Number:</b>	
<b>Street/Road Name:</b>	<b>Locality:</b>	
<b>LP/PS:</b>	<b>Volume:</b>	<b>Folio:</b>

Documentation Required
<b>Please specify document/s required including any relevant information that may assist with the search.</b>
<b>PLEASE NOTE:</b> Council does not hold records of original plans or permits for former Dept. of Housing properties or utility services plans. Records for planning and septic information can be obtained by contacting the relevant departments within Council.

Declaration of person completing this form
I understand once the search has been undertaken, I will be contacted to discuss the availability of documents. I understand that there is no guarantee that documents will be available. I understand the documents will be supplied electronically and I can request a printed copy if required.
<b>Applicant Signature:</b>
<b>Date:</b>

<b>Application Fee:</b>	<b>\$ 180.00</b>
This application fee is payable upon submission and is non-refundable.	
This fee is for record keeping administration, archive search and retrieval, copy and processing.	

How to submit this form			
<b>In Person</b>	<b>Sale Service Centre</b> 18 Desailly Street, Sale Monday-Friday - 8:30am – 5:00pm Telephone 1300 366 244	<b>Yarram Service Centre</b> 156 Grant Street, Yarram Monday, Tuesday, Thursday, Friday 10:00am – 2:00pm Telephone (03) 5182 5100	
<b>By Post</b>	PO Box 506, Sale Victoria 3850	<b>By Email</b>	enquiries@wellington.vic.gov.au

<b>OFFICE USE ONLY</b>	<b>Fee: \$</b>	(Short Key 127)
<b>Date:</b>	<b>Officer:</b>	<b>Receipt No.:</b>