

- Form must be lodged with all sections completed and payment of the non-refundable search fee.
- Form can be lodged via email to enquiries@wellington.vic.gov.au
- Every endeavour will be made to locate the requested documentation however no guarantees can be given.
- Documents will be supplied electronically unless otherwise requested.

Details

Applicant Name:					
Company:					
Postal Address:					
Telephone:			Email:		
Are you the property owner?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, you must arrange for the owner to sign the following section

Property Owner Declaration (if applicable)

I _____ the property owner give permission for Wellington Shire Council to release information relating to the OWMS permit and plans on the below mentioned property to the applicant of this form.

Signed

Date

Property Details (from copy of title or rate notice)

Street No		Street /Road			
Town		Lot/s		LP/PS	
Registered Owners/s:					

Declaration form

I request the following information relating to OWMS plans from the OWMS/Building Permit file:

Specifically:	
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I require the plans for the following reason (alteration/decommission/other):

I declare that all the information provided on this form is true and correct and understand that it is an offence to provide false or misleading information.

I understand that Wellington Shire Council will make every endeavour to locate the files, however, **no guarantees can be given**, and I understand that **the fee is non-refundable**.

Signed

Date

For Office Use ONLY (short cut Key 30)

Fee payable	\$180.00	Receipt number		Date	
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Privacy Statement

The personal information requested on this form is being collected by Council's Environmental Health Unit for the purpose of administering and enforcement of the relevant Acts and associated regulations relating to this function. The personal information will be used solely by Council for that primary purpose or directly related purposes and may be disclosed to third parties if required to do so by the law.

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Credit Card Authorisation Form

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

This form is used to provide a credit card payment to the Wellington Shire Council.

Please ensure that all fields are fully completed with the correct information and that any relevant documentation is attached with this form i.e. planning application, request for a copy of plans form.

We will only use personal information provided by you for the purposes for which it was collected and in order for Council to fulfil its business requirements. A new Credit Card Authorisation Form will need to be completed for each transaction.

Completed forms can be submitted to Council via email to enquiries@wellington.vic.gov.au or via mail to PO Box 506 Sale VIC 3850 or via fax to 03 5142 3501.

Should you have any questions please contact Wellington Shire Council's Customer Service Team on 1300 366 244.

Part 1: Applicant Details			
Given Name/s			
Family Name			
Address			
Daytime Phone Number			
Email Address			
Part 2: Payment Details			
Description (application type)			
Amount Authorised	\$ 180.00		
Address of property relevant to application			
<i>Payment for rates, infringements and animal registration renewals will not be accepted</i>			
Part 3: Credit Card Details			
Name on Credit Card (please print)			
Type of Card (Visa, Mastercard only)			
We do not accept American Express or Diners Club.			
Bank Name (NAB, ANZ, Westpac etc)			
Credit Card Number			
Card Expiry Date			
Card Holders Signature Authorising payment of above amount		Date	

Office Use Only	
Council Officer	
Receipt Number	
Date	