

Building Permit - Request for Copy of Documents

Regulation 50 of the Building Regulations 2018

Applicant Details	
Applicant Name:	
Applicant Postal Address:	
Applicant Phone:	Applicant Email:

Owner Details	
Under the <i>Building Act 1993</i> , Section 248, it is an offence to act without the Owner's authority. If the applicant is not the owner of the property, it is necessary that the current Owner's consent be obtained as below or attached:	
Registered Title Owner/s:	
Authorised Company Contact: (if applicable)	
Owner Phone:	Owner Email:
I consent to the applicant accessing and obtaining copies of building permit records for the property detailed below. I understand that I will be contacted by Council to verify this consent.	
Owner/s Signature:	Date:

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

Documentation Required
Please specify document/s required including any relevant information that may assist with the search.
PLEASE NOTE: 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.	
Applicant Signature:	Date:

Application Fee:	\$ 180.00
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			
In Person	Sale Service Centre 18 Desailly Street, Sale - Telephone 1300 366 244 Monday-Friday - 8:30am - 5:00pm	Yarram Service Centre 156 Grant Street, Yarram - Telephone (03) 5182 5100 Monday, Tuesday, Thursday, Friday 10:00am - 2:00pm	
By Post	PO Box 506, Sale Victoria 3850	By Email	enquiries@wellington.vic.gov.au

OFFICE USE ONLY		FEE: \$180.00	(Short Key 127)
Date:	Officer:	Receipt No.:	