

Request For Copies Of Documents

BUILDING ACT 1993 BUILDING REGULATIONS 2018

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>

Please Print Clearly and Complete both pages:

APPLICANT NAME:

ADDRESS OF CORRESPONDENCE:

Telephone: Email:

Property Address for requested information:

Lot Number Street Number Street Name

Suburb Postcode:

SIGNATURE of **OWNER**

** or agent of owner*

Print name

Date

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***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.

The above information is requested for the EXISTING building as described below :

(tick 1 relevant box)NOTE: [Each additional selection incurs an additional \\$33.50 fee](#)

- Dwelling & Garage *(Must be on the same building permit)*
- Dwelling
- Dwelling addition
- Detached Garage
- Carport
- Verandah
- Other (specify)

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.

REQUEST FOR THE FOLLOWING: (please tick)

- Copy of Plans / Documents **INDUSTRIAL/COMMERCIAL** -. Fee negotiable depending on quantity of files required, quantity and size of plans and documents requested.
Age of Building Permit Required:
- Copy of plans (domestic only) \$121.70
- Copy of occupancy permit / final certificate \$68.50
Not available for permits issued prior to 1995
- Copy of building permit \$68.50
- Copy of domestic work insurance certificate \$68.50
- Copy of building permit, occupancy permit & domestic work insurance certificate \$68.50
- Copy of soil report \$121.70
- Copy of engineer computations \$121.70
- Copy of truss computations \$121.70
- Viewing of file \$33.75 .
- Other (specify) _____

ON COMPLETION OF REQUEST, PLEASE FORWARD THE INFORMATION TO ME BY (tick 1 box only):

- **Email** (if different to applicant) @.....

OR

- **Call for collection**

OR

- **Post**

- **Postal address if different from above :**

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Please allow 10 to 14 working days for completion of request.

NOTE: A partial refund may be applicable upon request, if a building permit file is not available.

Please send completed application to mail@wyndham.vic.gov.au or post to PO Box 197 Werribee Vic 3030

OFFICE USE ONLY

Receipt NumberDate.../...../.....Amount Paid ...\$......