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**](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** | | | |
| --- | --- | --- | --- |
| Print name |  | Date | ---/ -- / ----- |

**\*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.**

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

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

**TICK 1 RELEVANT BOX *EACH additional selection incurs an additional $33.75 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/s 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUEST FOR THE FOLLOWING*: (please tick)*

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

* **Email**  ………………………………………..…@…………………………………

*(if different to applicant)*

Please allow a minimum of 14 working days for completion of request.

*\*Incomplete Applications or applications without current owner’s authorisation or payment will further delay process.*

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

**Please send completed application to** [**mail@wyndham.vic.gov.au**](mailto:mail@wyndham.vic.gov.au) **or post to PO Box 197 Werribee Vic 3030 with relevant fees. Building - Credit Card Payment form available** <https://www.wyndham.vic.gov.au>

**OFFICE USE ONLY**

**Receipt Number …….………………… Date…/………/…..… Amount Paid …$…………..…………**