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 -incomplete applications will not be processed:*

**APPLICANT NAME**:

**ADDRESS OF CORRESPONDENCE**:

**Telephone:**  **Email**:

**\*Email address must be supplied – documents will be provided digitally only**

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 information required is for the EXISTING building as described below** :

**TICK 1 RELEVANT BOX *EACH additional selection incurs an additional $36.00 Non Refundable fee***

* + - * Dwelling & Attached 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. Non-refundable file retrieval fee of $36.00 must be paid at the time of application

Age of Building Permit Required: ……………………..

* Copy of plans (domestic only) $128.00
* Copy of occupancy permit / final certificate $72.00

*Not available for permits issued prior to 1995*

* Copy of building permit $72.00
* Copy of domestic work insurance certificate $72.00
* Copy of soil report $128.00
* Copy of engineer computations $128.00
* Copy of truss computations $128.00
* Retrieval / Viewing of file $36.00 .
* Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-refundable fee of $36.00 per permit applies to all applications**

ON COMPLETION OF REQUEST, DOCUMENTS WILL BE EMAILED TO THE EMAIL ADDRESS

**NOMINATED BY THE APPLICANT**

Please allow a minimum of 10 working days for completion of request.

*\*Incomplete applications or applications without current owner’s authorisation or payment cannot be processed.*

**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>

**Non-refundable fee of $36.00 per permit applies to all applications**

**OFFICE USE ONLY**

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