



Request for Copies of Documents

Building Act 1993
Building Regulations 2018
Regulation 50

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

Applicant:

Phone No:

Email:

Email address must be provided to send requested information - hard copies will not be provided

Address:

***Note:** To act as an agent for an owner, authorisation from the owner is required via declaration below.

For companies, authorisation must be provided on letterhead and signed by a company director.

Application will not be processed without owner authorisation.

Owner Declaration:

I

(Print Name)

hereby authorise the named applicant to obtain copies of the requested information pertaining to my property, as detailed in this application form.

Signature of Owner:

Date:

Type of Structure:

Other relevant information:

Information Required (please select)

Fees Applicable (per permit):

File search & retrieval fee (applicable to each application & non refundable)	\$55.00
Certificates	\$95.00 (each)
Plans, Soil Report, Truss Computations	\$160.00 (each)
All Available Information	\$310.00

Send completed application form to mail@wyndham.vic.gov.au

Upon assessment of your application, you will receive an invoice along with a link for online credit card payment.

Fees and Conditions:

Alternatively, cash payments may be made in person at the Civic Centre

Fees include a non-refundable file search and retrieval charge. If the requested documents are not found, this fee will not be refunded.

While we strive to provide complete and accurate information, please note that Council's records may be incomplete due to the duration for which records have been maintained. We cannot guarantee that a search will yield existing documents.

Some Council records are stored in an external facility. Although we will make every effort to locate the documents within 10 business days of receiving payment, there is a possibility of delays beyond this time frame.

House plans may not include drainage details. For such information, please contact your local water authority.

Legal point of discharge locations can be obtained by completing the Application for Legal Point of Discharge form available on Council's website.

Note: Building plans are protected by copyright. Unauthorized reproduction of building plans constitutes a breach of copyright law and may result in legal consequences under the Copyright Act 1968. Council does not authorize the reproduction of any building plans.

*** Form valid for 2025/2026 financial year only**