

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Building Enquiry Application for Conveyancing

Regulation 51(1)

There are some hard words in this form. The hard words are **blue**. You can read what they mean on page 3.

Please include a copy of all relevant titles and plans.

<input type="checkbox"/> Property Information Certificate (Permits - previous 10 years, orders and notices) - \$47.20
<input type="checkbox"/> Property Information Certificate (Hazards – Property Information Request) - \$47.20

Applicant/**Conveyancer** Details

Name:							
Postal address:							
			Postcode				
Phone number: Home:		Work:		Mobile:			
Email address:				Fax:			
Your reference:							
Settlement date:							

Property Details

Street number:		Street name:					
Town:				Postcode			
Lot number:		Plan number:		Crown allotment:			
Section:			Parish:				
Title volume:			Title folio:				
Vacant land: <input type="checkbox"/> Yes <input type="checkbox"/> No							

Vendor Details

Name/s:									
Address:						Postcode			

Purchaser Details

Name/s:									
Address:						Postcode			
Signature:									
Name:						Date: ____/____/____			

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Important Information

If you need information on the rates of the same property, you will need to complete the Property Enquiry Application Form – Rates, you can find a copy of this form here –

http://www.eastgippsland.vic.gov.au/About_Us/Your_Council/Find_a_Form/Rates

If you wish to pay by credit card please contact Council on (03) 5153 9500.

Office Use Only:

Received to RC 73 Method of Payment: Cash Cheque Eftpos Credit Card

Amount Paid: \$ _____ Receipt Number: _____ Receipt Date: ____/____/____

Hard Words

Conveyancer: Someone involved with the preparation of documents for the transfer of property.

Conveyancing: The law concerned with the preparation of documents for the sale of property.

Hazards: A danger or risk.

Vendor: A person or company offering something for sale.

Submitting your application

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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