

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

Property Information Request for Construction

Building Act 1993 and Building Regulations 2018
Regulation 51(2)

This application has a fee of \$47.90

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 2.

Applicant

Name: (Business trading name if applicable)				
Contact person:				
Postal address:			Postcode	
Phone number: Home:	Work:	Mobile		
Email address:			Fax:	
Your reference: (e.g. building application number)				

Owner

Name:				
Postal address:			Postcode	

Property

Street number:	Street name:			
Lot number:	LP/PS number:	Volume/folio:		
Town:	Postcode			
Proposed construction or use description: _____				

Number of buildings:		Number of story's:		

Please attach –

- A site plan.
- Copy of Title

This application **cannot** go ahead until a site plan, copy of title and fee, have been received. A copy of Title can be ordered for an extra fee from Council, by completing Application for Certificate of Title Search form, [http://www.eastgippsland.vic.gov.au/About Us/Your Council/Find a Form/Planning](http://www.eastgippsland.vic.gov.au/About_Us/Your_Council/Find_a_Form/Planning).

Signature: _____	Date: ____/____/____
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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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Office Use Only

Reference Number: AP/B3/ _____ Method of Payment: Cash Cheque Eftpos Credit Card
Amount Paid: \$ _____ Receipt Number: _____ Receipt Date: ____/____/____

Important Information:

Use this application if you are applying for a building permit for a new building or additions e.g.: house, units, shop, offices or a shed -

1. Flood Prone Land No Yes
2. Designated Bushfire Prone Land No Yes (see note)
3. Designated Uncontrolled Overland Drainage Refer to [EGCMA](#)
4. Termite Area No Yes
5. Alpine Area No Yes

Bushfire Note: As of March 11 2009 all building works for Class 1, Class 2, Class 3 and associated Class 10a buildings must meet with the Bushfire protection requirements of the Building Code of Australia as required by the Building Amendment (Bushfire Construction) Regulations 2009 and AS 3959.2009 for construction requirements.

Certificates cannot be issued for a "proposed lot" in a new subdivision, but can only be issued against the parent property.

A separate application is required for storm water discharge point.
http://www.eastgippsland.vic.gov.au/About_Us/Your_Council/Find_a_Form/Building.

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

Hard Words

Construction: The action of building something, typically a structure.

LP/PS: Lodged Plan or Plan of Subdivision.

EGCMA: East Gippsland Catchment Management Authority.

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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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