

# Request for Copy of Building Plans and Documents

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

## Building Regulation 50

Form must be lodged with search fee and owner's consent (if applicable) attached. This form can be lodged by email to [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au), at Council's service centres or by mail as listed above.

The applicant will then be contacted once the search has been undertaken to discuss the availability of documents located and additional fee/s required. (refer to fee list below)

Every endeavour will be made to locate the documents requested below, however, no guarantees can be given.

Applicant Details			
<b>Applicant Name:</b>			
<b>Applicant Postal Address:</b>			
<b>Applicant Phone:</b>		<b>Applicant Email:</b>	
Owner Details			
<b>Registered Owners:</b>			
Under the <i>Building Act 1993</i> , Section 248, it is an offence to act without the Owner's authority. If the applicant is <u>not</u> the Owner of the property, it is necessary that the current Owner's consent be obtained in writing and lodged with this application.			
<b>Owner's consent attached – (If applicable)</b>		Yes	No
Property Details			
<b>Lot Number:</b>		<b>Street Number:</b>	
<b>Street/Road Name:</b>		<b>Locality:</b>	

Documentation Required			
NOTE: Council does not hold records of original plans or permits for former Dept. of Housing properties or utility services plans. Records for planning and septic information can be obtained by contacting the relevant departments within Council.			
Building Type:			
House Plans	Building Permit	Final Certificate	Occupancy Permit
Other (Please specify)			
Document Preference:	Email (PDF):	Paper Copy (by mail):	Both:

<b>Applicant Signature:</b>	<b>Date:</b>
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Fees	
Search Fee - Payable on application and non-refundable	\$68.90
Copy of Endorsed plan (eg site, floor, elevation plan)	\$41.50
Copy of Building Permit (permit only), Final Certificate or Occupancy Permit	\$41.50
Copy of Building Permit documents (complete file)	\$94.20

OFFICE USE	
Fee: \$ (Short key 127)	Officer:
Date:	Receipt Number:

The personal information requested on this form is being collected by Council for a Building Services application. The information will be used solely by Council for that primary purpose, or directly related purposes. The applicant understands that the personal information provided is for this Building Services application and that they may apply to Council for access and/or amendment of the information.

Updated July 2021