

Building Permit Request for Copy of Documents

Regulation 50 of the Building Regulations 2018

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

Form must be lodged with written owner's consent and payment of non-refundable search fee.

This form can be lodged by email to enquiries@wellington.vic.gov.au, at Council's service centres or by mail as listed above.

Applicant Details					
Applicant Name:					
Applicant Postal Address:					
Applicant Phone:	Applicant Email:				
Owner Details					
Registered Owners:					
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.					
Owner's consent attached – (If applicable)	<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Property Details					
Street Number:	Lot/ Plan Number:				
Street/Road Name:					
Locality:					

Documentation Required - PLEASE SPECIFY
<ul style="list-style-type: none"> Documents will be supplied electronically. Hard copies will incur additional fees. The applicant will be contacted once the search has been undertaken to discuss the availability of documents located and additional fee/s required. (Refer to fees listed below) Every endeavour will be made to locate the requested documentation however no guarantees can be given. 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.

Applicant Signature:	Date:
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Fees	
Search Fee - Payable on application and non-refundable	\$72.30
Copy of Endorsed plan (eg site, floor, elevation plan)	\$43.50
Copy of Building Permit, Final Certificate or Occupancy Permit	\$43.50
Copy of Building Permit Package	\$98.00

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 2023