



Request for Building File Retrieval

Copies of Building Permits, Occupancy Permits, Building Plans etc.

The information requested on this form provides Warrnambool City Council with the necessary details to carry out a search of archived building records. The information provided will be used for this purpose only. Incomplete details may result in an unsuccessful search of Councils records.

PROPERTY DETAILS

Address

REQUESTED DOCUMENT/S

<input type="checkbox"/> Building Permit <input type="checkbox"/> Occupancy Permit / Certificate of Final Inspection	\$80.00 per file
<input type="checkbox"/> Building Permit & Plans Includes all documents lodged to Council under the applicable Building Act. i.e. building permit, Occupancy Permit / Certificate of Final Inspection, plans, soil report, energy report, engineers design etc.	\$140.00 residential \$320.00 commercial

For the building described as (Dwelling, Carport, Garage etc.) incl. estimated construction year:

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APPLICANT DETAILS

Name:.....

Company (If Applicable):.....

Postal Address:.....

Phone:..... Email:.....

Signature:.....

OWNER DETAILS & CONSENT (ONLY TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER)

Name:.....Surname:.....

Address:Phone:.....

DECLARATION:

As the above mentioned property owner, I (print name) give permission for the above mentioned applicant to Obtain and view the requested documentation.

Signature:Date:.....

CONDITIONS OF REQUEST

- Council cannot guarantee that historical or archived information is available and the quality of the documentation.
- Upon signing this request you acknowledge that a fee applies in all instances and is not dependent on search results or quality of documentation.
- Building permit documentation does not include the location or layout of private drainage or plumbing services within private property boundaries.
- A request is not considered complete and search will not commence until payment has been received by our office.
- Information from archives can take up to 28 days to retrieve.

LODGMENTS & PAYMENT CAN BE MADE VIA:

In Person 8.30am to 5.00pm at the Civic Centre, 25 Liebig Street, Warrnambool

Mail PO Box 198, WARRNAMBOOL Victoria 3280

E-mail building@warrnambool.vic.gov.au

Please note if request if received via email or mail, our Customer Service Staff will use the nominated contact information to arrange payment via credit card.