



Request for Building File Retrieval

Copies of Building Permits, Occupancy Permits, Final Certificates & Building Plans

Council is collecting the information on this form so that it may consider your application. The information is only used by Council for this purpose and will not be disclosed unless required under law.

PROPERTY DETAILS

Address

APPLICANT DETAILS

Are you the current owner of the property: Yes No
 (If you are **not** the current owner, the owner must provide consent in the below declaration)

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:.....

Search fees are applicable to all requests & the on-site search fee must be paid to Customer Service before search is undertaken.

Note this does not guarantee information and/or documents are available in all circumstances.

Search Fees

On site search*	\$24.30
Off-site search this is an additional charge invoiced if required along with <i>copy fees</i> if applicable, on completion of search and copies provided	\$38.65

Document Requested (please tick box indicating the document you are requesting)

Copy fee is applicable where documents requested are available and provided in electronic or hardcopy.

Copy Fees

<input type="checkbox"/> Building Permit <input type="checkbox"/> Occupancy Permit / Certificate of Final Inspection	\$15.90 (per selection)
<input type="checkbox"/> Building Plans <input type="checkbox"/> Soil Report <input type="checkbox"/> Energy Report for Dwelling Please note building files do not include drainage plans or other service locations within private properties.	\$31.80 (residential) \$63.65 (commercial)
<input type="checkbox"/> Building Permit History Search <small>This includes a list and copies of all Building Permits and/or Occupancy/Final Certificates issued for the property</small>	\$76.90

Lodgments & Payment can be made:

Mail PO Box 198, W arrnambool Victoria 3280
 In Person 8.30am to 5.00pm at Civic Centre, 25 Liebig Street, Warrnambool
 E-mail wbool_city@warrnambool.vic.gov.au

Payment of search fee: (note the copy fee will be invoiced after search is completed and copies are provided):

- In Person: Civic Centre, 25 Liebig Street, Warrnambool.
- Cheque payable to Warrnambool City Council
- Credit Card: If you wish to pay for your search fee by credit card, please tick the box & Customer Service staff will call you upon receipt of your form to arrange payment. An invoice will be forwarded for any copy charges once the search is complete.

Note: Please allow up to **28 days** for retrieval of information from archives. We will contact you via phone or email once the search is complete.