



# 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

Building Permit     Occupancy Permit / Certificate of Final Inspection

Building Permit, Plans and endorsed documents

Includes all documents lodged to Council under section 30 of the Building Act 1993. (i.e. building permit, Occupancy Permit / Certificate of Final Inspection, plans, soil report, energy report, engineers design etc.)

For the building described as (Dwelling, Carport, and 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 (refer to Building Fees).
- Building permit documentation does not include the location or layout of private drainage and plumbing on private property or electrical networks.
- 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](mailto:building@warrnambool.vic.gov.au)

Please note once application is received, an invoice will be forwarded to you via email for payment prior to document search and retrieval.