

Building File Information Form

Building Act 1993 | Building Regulations 2018

Information will be provided on the basis that the requested information is available. Due to the age of some documentation and types of housing (ie. Housing Commission, Yallourn Houses etc), Latrobe City cannot guarantee information or results.

Applicant Details

Name/Company: _____ Customer Reference: _____
Phone: _____ Delivery Method: Mail or Email
Postal address: _____
Town: _____ State: _____ Post Code: _____
Email address: _____
Owner Agent
Pursuant to Section 248 of the Building Act 1993, it is an offence to act without the owner's consent.
Owner/Agent Signature: _____

Property Details

Number: _____ Street: _____
Locality: _____ Post Code: _____
Lot: _____ LP/PS: _____ Volume: _____ Folio: _____

Information Requested

Floor Plan Elevation Plan Site Plan Building Permit
Occupancy Permit/Certificate of Final Inspection

Building Selection

Dwelling Carport Garage Swimming Pool Other: _____

2025/2026 Application Fee \$130.00 for one (1) building and \$65.00 for each additional building.

This application fee is non-refundable and is payable upon application and **covers the cost of the first copy of the requested documents if located.** If documents for additional buildings on the same property are requested, an additional \$65.00 fee is applicable for each building.

Office Use Only

Receipt to **AP-PP-B**

Date: _____ Receipt Number: _____
CIO Name: _____ Service Centre: _____