

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. The search fee is non-refundable

1. Applicant Details

Name/Company: _____ Customer Reference: _____
Phone: _____ Delivery Method: Mail Email
Postal/Email Address: _____
Town: _____ State: _____ Post Code: _____
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: _____

2. Property Details

Number: _____ Street: _____
Locality: _____ Post Code: _____
Lot: _____ LP/PS: _____ Volume: _____ Folio: _____
Crown allotment: _____ Section: _____ Parish: _____

A current Certificate of Title must be attached to each application.

3. Information Requested

Floor Plan Elevation Plan Site Plan Building Permit
Occupancy Permit/Certificate of Final Inspection
Other information: _____

Building file type:

Dwelling Carport Garage Swimming Pool Other: _____

2019/20 Fees

A building file search fee of \$47.20 is payable on application and covers the cost of the first copy of the requested documents if located. Additional fees are applicable for more than 12 sheets being copied and any document larger than A3 in size. Large plans may be copied in A3 segments and no guarantee is given for the quality of the copies.

Office Use Only

Receipt to **RC BI** Date: _____ Receipt Number: _____
CIO Name: _____ Service Centre: _____

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