



Building Act 1993  
Building Regulations 2018

**Request for copies of building permit documentation**

Building Regulation 50 Relevant council to make documents available on request

On the request of an owner or mortgagee of the building or land, or a person authorised in writing by an owner or mortgagee of a building or land, the relevant council must provide the person making the request with a copy of any documents submitted with an application for a building permit in relation to the building or land.

**Important notes:**

1. Applications by any person other than the owner, must be co-signed by the owner.
2. The fee for building permit documentation retrieval is a non-refundable administration fee.
3. Council provides no guarantee that building permit documentation will be found and/or retrieved.

**Application fees:**

\$134.00 per hour - Minimum one hour on-site  
\$196.00 per hour - Minimum one hour off-site

**Property details:**

Address: _____		Suburb: _____	Postcode: _____
Lot no. _____	Plan no. _____		
Volume no. _____	Folio no. _____	Approx. year of construction: _____	

**Owner's details:**

Name: _____	Company / Trust ownership: _____
Email address: _____	Phone number: _____

**Applicant's details:**

<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Building surveyor	<input type="checkbox"/> Design consultant
Email address: _____		Phone number: _____	
Business details: _____		Design discipline: _____	

**Signatures:**

Owner signature <small>(Note 1)</small> _____	Agent signature <small>(NOTE 1)</small> _____
Print name _____	Print name _____

**Description of building/s, and building permit documentation required:**

\_\_\_\_\_

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Building permit         | <input type="checkbox"/> Occupancy permit         | <input type="checkbox"/> Certificate of final inspection | <input type="checkbox"/> Inspection records  |
| <input type="checkbox"/> Completion certificates | <input type="checkbox"/> Report and consents      | <input type="checkbox"/> Brigade consents                | <input type="checkbox"/> Other consents      |
| <input type="checkbox"/> Town planning           | <input type="checkbox"/> Architectural            | <input type="checkbox"/> Structural                      | <input type="checkbox"/> Services            |
| <input type="checkbox"/> Energy efficiency       | <input type="checkbox"/> Specifications / Reports | <input type="checkbox"/> Computations                    | <input type="checkbox"/> Swimming pool / spa |

**Privacy Statement:**

Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances, Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries; however, if you require further assistance, you should contact our privacy officer on (03) 5258 1377.