

**Building Act 1993
Building Regulations 2006**



REQUEST FOR BUILDING FILE INFORMATION

To: Municipal Building Surveyor
Latrobe City Council
PO Box 264
MORWELL VIC 3840

Property Details:

No _____ Street _____ Locality _____
Lot _____ LP/PS _____
Crown Allotment _____ Section _____ Parish _____

Applicant: **Owner** **Agent**

Name _____
Address _____
Phone _____ Owner/Agents Signature _____

Pursuant to Section 248 of the Building Act 1993, it is an offence to act without the owner's consent.

Information Required:

Floor Plan
Site Plan
Occupancy Permit
Other (Specify)* _____

*Excludes information requested under Regulation 326.
Information will be provided on the basis that the requested information is available.

Fees:

A building file search fee of \$45.35 is payable on application and covers the cost of the first copy of the requested documents. 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. Please note that this fee is non refundable.

OFFICE USE ONLY

Building Permits:	_____	_____
	_____	_____
	_____	_____
Fee: \$ _____	Receipt No: _____	(Receipt to BI)
Processed By:	_____	
Received: ____/____/____	Posted Out: ____/____/____	Pick Up: ____/____/____