



## SECTION 1

### Application Details

#### Important Information

- Pursuant to Section 248 of the Building Act 1993 a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this Act or the regulations unless the person is authorised in writing by the owner to do so. *Penalty: 120 penalty points.*
- For this reason, this application must be accompanied by written consent from the current owner(s) of the land when application is made by an Agent of the Owner.

### Property Search Details (Location for property for search)

Unit / House Number \_\_\_\_\_ Street \_\_\_\_\_

Suburb \_\_\_\_\_

Postcode \_\_\_\_\_

### Applicant Details (Person applying for permit)

Name

Owner  Agent of owner  Mortgagee

Organisation (if applicable)

Address  
  
  
Postcode

Phone number  Mobile number

Email address

## SECTION 2

### Document Request Type

#### Important Information

- Retrieval fee is payable regardless of file content
- The application form must be accompanied by the retrieval fee – files will not be retrieved until payment is made.
- Council cannot guarantee the content of the files

### 2.1 Please indicate the property type that best applies to the Building information being sought

- Residential  
 Commercial

### 2.2 Please specify the sections required from the Building File

- Architectural drawings  
 Structural drawings  
 Entire file  
 Final Certificate / occupancy permit  
 Other (please specify in space)


### SECTION 3

#### Declaration

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date:    /    /

#### Privacy Notification

The personal information requested on this form is being collected by Council for Building Regulatory matters only. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.

#### **Please submit this application with all attachments via one of the following pathways**

- 1 Online      Email all attachments to  
                 info@yarracity.vic.gov.au
  
- 2 In-person    Richmond Town hall  
                 333 Bridge Road, Richmond
  
- 3 By post      PO Box 168,  
                 Richmond VIC 3121