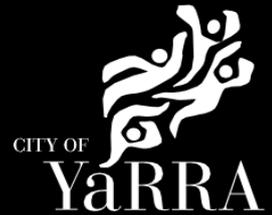


How to Lodge a request for Building Plans



Click on the following Link

[Information Requests | Yarra City Council](https://www.yarracity.vic.gov.au/services/building-in-yarra/information-requests)

Or enter the following information into your web browser

<https://www.yarracity.vic.gov.au/services/building-in-yarra/information-requests#accordion-request-building-documents>

Expand Accordion **REQUEST BUILDING DOCUMENT**

The screenshot shows the City of Yarra website navigation menu with 'SERVICES' selected. The breadcrumb trail is 'Home > Services > Building in Yarra > Property information request'. The main heading is 'PROPERTY INFORMATION REQUEST'. Below it, a text block says 'You can request building documents or property information from us.' A list of three accordion items is shown: 'REQUEST BUILDING DOCUMENTS', 'REQUEST PROPERTY INFORMATION', and 'REQUEST ADJOINING OWNER'S DETAILS'. The first item is expanded, and its right-side arrow is highlighted with a red box.

Click on scroll down to **How do I apply?** and click on either:

- **Request Building Documents for Residential Properties**
- **Request Building Documents for Commercial Properties**

The screenshot shows the expanded content of the 'REQUEST BUILDING DOCUMENTS' accordion. It includes a section titled 'What building documents will I receive?' with a list of documents: Building permits and associated documentation, Occupancy and final certificates, Plans and computations, Title details, Property information certificates, and Homeowner warranty certificates. It also includes sections for 'Who can request building documents?' and 'How do I apply?'. At the bottom, two blue buttons are highlighted with a red box: 'REQUEST BUILDING DOCUMENTS FOR RESIDENTIAL PROPERTIES' and 'REQUEST BUILDING DOCUMENTS FOR COMMERCIAL PROPERTIES'.

How do I pay?

Agree to the *Terms and Conditions* and click **Continue**

Terms and Conditions

Yarra eServices Terms and Conditions of Use:

Access to Yarra City Council's 'Yarra eServices' (**Service**) is restricted to owners of property within the City of Yarra (and their nominated agents) and organisations or individuals who conduct business with Yarra City Council.



By using the Service, you acknowledge that you have read and understood these terms and conditions and agree to be bound by them.

[Read our Terms and Conditions](#)

[Read our privacy statement](#)

[Read our disclaimer](#)

I Agree to the Terms and Conditions

CONTINUE

Complete **Application Information (Step 1)** questions and click **Next**

Step 1 of 5

▶ Application Information

Delivery Email Address

Property Address

File Attachments

Summary Information

✕ Cancel Application

🛒 Shopping Cart

Application Information

Application Summary

Building Plans Retrieval - Residential Property

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
- 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

Application Information

Note: Fields with an asterix (*) are mandatory.



Owner/Applicant Declaration

I am the applicant contact and I have obtained written consent from the landowner(s) or occupier(s) to act on their behalf.

Applicant/Owner Declaration*

Not Selected



Declaration

I declare that all the information provided in this application is true and correct.

I am aware that it is against the law to provide false or misleading information, which could result in cancellation of a permit or request and criminal proceedings.

I agree to the Declaration*

Not Selected

CLEAR

NEXT

Enter **Email Address (step 2)** click **Add** (if you would like to add multiple emails repeat above steps) and click Next

Complete **Delievery Email Address** details (**step 2**) once completed names will appear under **Added Names**

The below email addresses will be used to communicate with you about your request. This includes general communication, invoices etc

Correspondence can be sent to more than one email address. Please enter your first email address and click Add.

Then continue to enter as many email addresses as needed. Please add all relevant email addresses, even if you have added them in previous steps. Once all delievery emails are added

Click **NEXT**

Using the fast search enter **Property Address (step 3)** of the property which relates to your request for plans.

The image shows two screenshots of the 'Delivery Email Address' form in the City of Yarra portal. The top screenshot shows the 'Add' button highlighted in red. The bottom screenshot shows the 'Remove' button highlighted in red.

City of Yarra LOGIN

Step 2 of 5

- Application Information
- Delivery Email Address
- Property Address
- File Attachments
- Summary Information

Delivery Email Address

Application Summary

Building Plans Retrieval - Residential Property

Please provide a valid email address. This email address will be used to send you information relevant to your application.

Email Address:

ADD

Added Delivery Email Addresses

PREVIOUS **CLEAR** **NEXT** **LOGIN**

City of Yarra LOGIN

Step 2 of 5

- Application Information
- Delivery Email Address
- Property Address
- File Attachments
- Summary Information

Delivery Email Address

Application Summary

Building Plans Retrieval - Residential Property

Please provide a valid email address. This email address will be used to send you information relevant to your application.

Email Address:

ADD

Added Delivery Email Addresses

Email Address	Remove
test@test.com	X

PREVIOUS **CLEAR** **NEXT**

The image shows a screenshot of the 'Property Address' form in the City of Yarra portal. The 'SEARCH' button is highlighted in red.

City of Yarra LOGIN

Step 3 of 5

- Application Information
- Delivery Email Address
- Property Address
- File Attachments
- Summary Information

Property Address

Application Summary

Building Plans Retrieval - Residential Property

Property Search

Search for a property or land location for this step of your application.

Address Land

Fast Search: **SEARCH**

Advanced Search

Unit Number:

House Number:

Street Name:

Suburb:

Postcode:

CLEAR **SEARCH**

PREVIOUS **NEXT**

Example of what success looks like:

The screenshot shows the 'Property Address' step (Step 3 of 5) of an application process. The left sidebar contains a progress indicator with 'Property Address' selected, and options for 'Cancel Application' and 'Shopping Cart'. The main content area is titled 'Property Address' and 'Application Summary: Building Plans Retrieval - Residential Property'. A green callout box with an information icon says 'Search for a property or land location for this step of your application.' Below this is a search form with 'Fast Search' and 'Advanced Search' options. The 'Fast Search' field contains '325 Bridge' and has a 'SEARCH' button. The 'Advanced Search' section includes fields for 'Unit Number', 'House Number', 'Street Name', 'Suburb', and 'Postcode', with 'CLEAR' and 'SEARCH' buttons. A table below the search form shows the results:

Formatted Address	Legal Description
325-333 Bridge Rd Richmond VIC 3121	NO legal fields are recorded on this land parcel

At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

Complete **File Attachment (step 4)**

You must ensure that the documents you attached are saved in the accepted file type before uploading.

How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

The screenshot shows the 'File Attachments' step (Step 4 of 5) of an application process. The left sidebar contains a progress indicator with 'File Attachments' selected, and options for 'Cancel Application' and 'Shopping Cart'. The main content area is titled 'File Attachments' and 'Application Summary: Building Plans Retrieval - Residential Property'. A green callout box with an information icon says 'Upload any files relevant to your application that meet the file type requirements.' Below this is a table with columns 'Attachment Type' and 'Accepted File Types':

Attachment Type	Accepted File Types
Consent from Property Owner If you are not the owner of the property, you must obtain consent from the owner / agent of the owner, and provide it to Council.	DOC,DOCX,PDF,PNG,JPG,JPEG

Below the table is an 'Upload a File' section with a 'CHOOSE FILE' button (highlighted with a red box) and 'No file chosen' text. There are 'CLEAR' and 'UPLOAD' buttons. At the bottom, there is an 'Uploaded Files' section with 'No Records Added' and 'PREVIOUS', 'SKIP', and 'NEXT' buttons.

Important: The rated property owner can request building documents.

If you are an **agent** of the owner, the application must be accompanied by written consent from the current owner(s) of the land.

If the owner is a company, the **director's written consent** is required on the **company letterhead**.

Step 7 – Summary Information and click

City of YARRA

LOGIN

Step 5 of 5

- Application Information
- Delivery Email Address
- Property Address
- File Attachments
- Summary Information

Summary Information

It is your responsibility to check that all of the details are correct. Check the details below. You can adjust any of the information by clicking on the heading link above the heading on the section or click on the steps on the left-hand side of the screen. You can return to this Summary by clicking on the Summary link on the left-hand side of the screen. Note: You will be required to enter Applicant Information in the next step.

Application Information

Applicant/Owner Declaration* I agree to the Declaration*	The applicant obtained the owner written consent Yes - I agree to the declaration terms
Delivery Email Address	
Email Address	test@test.com
Property Address	
Address	325-333 Bridge Rd Richmond VIC 3121
File Attachments	
No Information Supplied	

After clicking Continue below, you will be prompted to complete the details of the Applicant (person or entity applying for this permit or request).
By continuing below, I declare that I am the applicant, and that the information in this application is true and correct. Remember it is against the law to provide false or misleading information, and if I do it could result in cancellation of the application, permit or request.

CONTINUE

Enter Applicant and click Complete

Application Tracking

- Application Search
- All Building Applications
- All Planning Applications
- Advertised Applications
- Heritage Victoria Referrals
- Online Applications
 - Shopping Cart
 - Submit an Application
- Online Payments
 - Animal Payment
 - Application Payment
 - Debtor Payment
 - Infringement Payment
- User Information
 - Forgotten Password

Applicant

Name Details

Please select applicable Person Business

Given Names
Test - Given Name

Surname*
Test Given Surname

Address*
123 Test Street

Suburb*
Test Suburb

Postcode*
3000

Contact Details

Email Address*
test@test.com

Please enter at least one daytime contact number*

Home Phone
9205 5555

Work Phone

Mobile Phone

PREVIOUS COMPLETE

Your application is now lodged. If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.

Note: Once we received your request and have received all of the appropriate information from you, we will email you an invoice with instructions on how to pay online for the service. Once the invoice has been paid, it can take between 5 and 7 business days. Once the digital documents are ready, we will email them to you.