



Borough of Queenscliffe

Queenscliff & Point Lonsdale, Victoria, Australia

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:

\$143.00 per hour - Minimum one hour on-site
\$209.00 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:

☐ Owner	☐ Agent	☐ Building surveyor	☐ Design consultant
Email address:		Phone number:	
Business details:		Design discipline:	

Signatures:

Owner signature (Note 1)	Agent signature (NOTE 1)
Print name	Print name

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

- | | | | |
|--|---|--|--|
| ☐ Building permit | ☐ Occupancy permit | ☐ Certificate of final inspection | ☐ Inspection records |
| ☐ Completion certificates | ☐ Report and consents | ☐ Brigade consents | ☐ Other consents |
| ☐ Town planning | ☐ Architectural | ☐ Structural | ☐ Services |
| ☐ Energy efficiency | ☐ Specifications / Reports | ☐ Computations | ☐ 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.