

APPLICATION FOR BUILDING ARCHIVE FILE SEARCH



PROPERTY DETAILS:							
STREET ADDRESS							
LOT NO:		TP/LP/ PS:		VOLUME:		FOLIO:	
CROWN ALLOTMENT:		SECTION:		PARISH:			
APPLICANT DETAILS:							
OWNER/AGENT NAME:							
OWNER IS APPLICANT:						YES	NO
IF NO , OWNER TO SIGN CONSENT BELOW:							

OWNER'S CONSENT WHERE AN AGENT HAS REQUESTED COPIES OF BUILDING PERMITS AND DOCUMENTS.

OWNER/S NAME: _____

OWNERS POSTAL ADDRESS: _____

OWNER'S PHONE NUMBER: _____

OWNER'S SIGNATURE AUTHORISING THE APPLICANT TO RECEIVE COPIES OF PERMITS, DRAWINGS AND OTHER DOCUMENTS THAT FORM PART OF A PROPERTY BUILDING PERMIT FILE.

SIGNED: _____

DATED: _____

SIGNATURE OF APPLICANT:		
	DATED:	

CONTACT DETAILS:

MOBILE:		HOME:				
EMAIL:						
I would like retrieved information to be emailed to the above address					YES	NO
I would like to collect the retrieved information in person (Nolan Street Office)					YES	NO
I would like the printed documents posted.					YES	NO
Please note Council can only print to A4 and A3 formats.						

INFORMATION SOUGHT for the purposes of:	Yes	No
Building Permit		
Occupancy Permit		
Final Inspection		
Plans Floor / Elevations		
Site Plan		
Other *		
*for information regarding a septic system please complete the Environmental Health File Retrieval Request Application		
FILE SEARCH INFORMATION		
CONFIRMATION OF OWNERSHIP:		
If settlement has occurred in very recent times, Council's Rate system may not recognise the new property owners name, therefore you may be asked to provide us with proof of ownership for the property.		
SEARCH FEES:		
Please consult the current Building Schedule of Fees schedule found on Council's website. The fee is to cover costs associated with the search.		
We cannot guarantee that a file will be recovered, or that specific items requested will be contained in a file. Note: <u>No refunds will be provided should these circumstances occur.</u>		
RETRIEVAL OF INFORMATION PRIOR TO COUNCIL AMALGAMATION IN 1994:		
In 1995 the Central Goldfields Shire was formed by the amalgamation of the city of Maryborough, Shire of Tullaroop, Shire of Bet Bet and the Shire of Talbot and Clunes. During this time the records of each Shire were merged into one facility, however during this process some files were misplaced resulting in some File Searches being unsuccessful today. <i>We cannot guarantee that a file will be recovered, or that specific items requested will be contained in a file.</i>		
RETRIEVAL OF DRAINAGE RELATED INFORMATION:		
If you wish to locate underground stormwater drainage pipes on your property, there is no guarantee that information required will be shown on plans or is accurate.		
Sewer layout plans are the responsibility of the relevant sewer or water authority and are generally not found in Building Permit files.		
PRIVACY INFORMATION:		
Under the provisions of the Building Regulations 2018 the Council is not permitted to release information on a property, unless the request is made in person by the current owner of the property, the Mortgagor or the current owner provides written authorisation to the Council allowing another person to either view or receive copies of the documents contained in the property file.		