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**FILE RETRIEVAL REQUEST**

**Building Department**

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| --- | --- |
| **Property Address:** |  |
|  |
| **Property Assessment Number:** |  |
| Approximate age of building: |  |
| Builder name *(if known)*: |  |
| Previous owner *(if known)*: |  |

**Applicant Details:**

|  |  |
| --- | --- |
| **Owner/Applicant:** |  |
| **Contact Phone:** |  |
| **Email Address:** |  |
| **Signature:** |  |

**Owner is applicant:** Yes ⬜ No ⬜

*(if NO, include a copy of consent from the current owner)*

**Proof of identity provided (ie. Driver’s licence):** Yes ⬜ No ⬜

*(Must accompany this application)*

**Information Required:**

Plans of building – floor and elevations ⬜ Specifications / Comps ⬜

Building permit ⬜ Soil Report ⬜

Certificate of Occupancy / Final Inspection ⬜ Energy Rating Report ⬜

Site plan ⬜

Other:

**FEES**

**File retrieval:** $46

**Convert to electronic copy:** up to A3 1-50 pages 20c per page

up to A3 51-100 pages 20c per page

A3+ $2 per page

**Photocopying/printing per page:** A4 $0.80 A3 $1.60 A2 $3.00 A1 $5.00

**PRIVACY INFORMATION**

Under the provisions of the Building Act 1993, Building Regulations 2018 and the Information Privacy Act, 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 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.

**Strathbogie Shire Council** www.strathbogie.vic.gov.au Phone: 5795 0000

info@strathbogie.vic.gov.au Toll free: 1800 065 993

PO Box 177, Euroa VIC 3666 Fax: 5795 3550