

# FILE RETRIEVAL REQUEST

## Building Department

<b>Property Address:</b>	
<b>Property Assessment Number:</b>	
Approximate age of building:	
Builder name <i>(if known)</i> :	
Previous owner <i>(if known)</i> :	

**Applicant Details:**

<b>Owner/Applicant:</b>	
<b>Contact Phone:</b>	
<b>Email Address:</b>	
<b>Signature:</b>	

**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    | <input type="checkbox"/> | Specifications / Comps | <input type="checkbox"/> |
| Building permit                             | <input type="checkbox"/> | Soil Report            | <input type="checkbox"/> |
| Certificate of Occupancy / Final Inspection | <input type="checkbox"/> | Energy Rating Report   | <input type="checkbox"/> |
| Site plan                                   | <input type="checkbox"/> |                        |                          |

Other: \_\_\_\_\_  
 \_\_\_\_\_

**FEES**

Electronic file retrieval:	\$47		
Hard copy file retrieval:	\$123		
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
<b>Photocopying/printing per page:</b>	A4 \$0.80	A3 \$1.60	A2 \$3.00    A1 \$5.00

**Payment options**

- Phone our Customer Service team on **1800 065 993** or **5795 0000** to pay via EFTPOS or credit card
- Visit our offices at 109A Binney Street, Euroa or 293 High Street, Nagambie to pay over the counter

**The application will be processed once all supporting documentation and payment has been received.**

**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.