

BUILDING FILE SEARCH REQUEST
Pursuant to the Building Regulations 2018

A current copy of title *MUST* accompany application

PROPERTY DETAILS				
No	Street/Road		Suburb/Town	
Lot	LP/PS	Vol/Folio	CA/CP	Section
Current owner		Age of building (if known)		
Other information that may assist with the search				

APPLICANT DETAILS	
Name	Reference
Address	Postcode
Contact Person	Phone
Email	Mobile
Is owner applicant? YES / NO	If NO , is copy of consent attached? YES / NO

INFORMATION REQUESTED (tick applicable)					
	Dwelling	Extension	Shed	Commercial*	Other*
Building Permit					
Occupancy Permit					
Final Inspection					
Plans (floor/elevations)					
Soil Test					
Other*					

(For information regarding a septic system, please complete the Environmental Health File Retrieval Request Application)

***Application Fee: (Residential) - \$162.50**
(Commercial) - \$270.50

*Fee payable for the search to commence – see reverse for payment options.

*Unsuccessful searches do not warrant a refund

Please submit form via email to buildinglodge@bendigo.vic.gov.au

FILE SEARCH INFORMATION

SEARCH PROCESS

Please read the application form carefully and ensure all relevant information is provided to assist staff with the process of finding the requested documents. Any other additional information provided may help to expedite the retrieval process and can be noted on this form.

Applicants will be contacted if further information is required and once the search has been completed. Information will be emailed, or hardcopies can be supplied upon request – see **Copy Fees** below. Please indicate which method you would prefer to receive the retrieved 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 allotment (either in the form of a letter from the solicitor confirming that settlement has occurred, a copy of the Transfer of Land signed by both parties, or a copy of the contract of sale signed by both parties.)

SEARCH TIMEFRAMES

Files are located within CBD Council offices as well as at our suburban archive facility. Depending on what is contained in our CBD offices, your request may require a search to be conducted at our archive facility. Please allow a **minimum of 15 working days** for any files remote from our CBD offices to be retrieved. If a file is not viewed within 3 months of the date of application, the application will be considered expired and a new application will therefore be necessary. At this time the file will be returned to its place of origin.

SEARCH FEES

The current fee associated with file search process is **\$162.50 Residential or \$270.50 Commercial** and 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. NB. No refunds will be provided should these circumstances occur.

PAYMENT OPTIONS

The application fee can be paid in person via **Eftpos**, or **Cheque**, or **online** via the City's website, once you have received an invoice containing your individual reference number. If you require hard copies of files, an additional cost will be incurred – see below.

COPY FEES

PHOTOCOPY RATES:	A4	First 10 copies free and subsequent copies \$1.00 each
	A3	\$1.00 per copy
	A2	\$1.00 per copy
	A1	\$5.00 per copy
	A0	\$10.00 per copy
FILES BURNT TO DISC		\$5.00 per disc

RETRIEVAL OF INFORMATION PRIOR TO COUNCIL AMALGAMATION IN 1994

In 1994 the City of Greater Bendigo was formed by the amalgamation of the Borough of Eaglehawk, the Shire of Marong, the Shire of Huntly, the Shire of Strathfieldsaye and the Shire of Mclvor. 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. Thus, we **cannot guarantee** that a file will be recovered, ***or that specific items requested will be contained in a file.***

RETRIEVAL OF DRAINAGE RELATED INFORMATION

Under the provisions of the Building Act 1993 and the Building Regulations 2018, there is no requirement to record stormwater drainage layout plans for residential projects. Therefore, if you wish to locate underground drainage pipes on your property, there is no guarantee that the information required will be shown on plans.

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 by the current owner of the property, or the current owner provides written authorization to the Council allowing another person to either view or receive copies of the documents contained in the property file.