



Business Centre:
 1 Market Place, Hamilton 3300
 Telephone: (03) 5573 0253
 Facsimile: (03) 5571 1068

Address all correspondence to:
 Locked Bag 685, Hamilton, Vic, 3300
building@sthgrampians.vic.gov.au
www.sthgrampians.vic.gov.au

BUILDING FILE SEARCH REQUEST

PROPERTY DETAILS

Property Address:	
Current Owner:	
Approximate Age of Building	
Builder Name (if known)	
Other Information which may assist with the search	

APPLICANT DETAILS

Applicant Name:	
Email:	
Phone:	
Is the Applicant the Owner:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, is a copy of Owner's Consent attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Signature of Applicant:	

- I would like retrieved information to be emailed to the above address
- I would like to view the retrieved information in person at Market Place Office

APPLICATION FEES

\$78.75	Building Permit Issued <i>after 2007</i>
\$120	Building Permit issued <i>prior to 2007</i> (Archive Search)

- * Fees are payable in order for the search to commence.
- * Unsuccessful searches do not warrant refunds.
- * Requests for Building Files will only be approved with owner consent.

**PLEASE SUBMIT THE COMPLETED FORM IN PERSON TO 1 Market Place HAMILTON
 OR BY EMAIL TO building@sthgrampians.vic.gov.au**

Office use only	Civica Receipting Code – 806	W/O Number: w4258.0001.0111
Fee paid \$ _____	Receipt Number: _____	Taken By _____
Date _____	CM9 Number _____	Building Permit Number _____

FILE SEARCH INFORMATION

SEARCH PROCESS

A completed file Search form is required to be submitted before the file search is commenced and the applicable fee paid before any information can be retrieved from the applicable property file.

Please read the application form carefully and ensure all relevant information is provided to assist staff with the process of finding the requested plans, documents etc. Any other information provided ie: builders name, approximate age of dwelling, previous property owners etc. 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 of file contents, see **Copy Fees** below.

Please indicate on the form by which method you 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, or a hard copy of the Transfer of Land signed by both parties, or a copy of the Contract of Sale signed by both parties.

SEARCH TIME FRAMES:

Files may be located at our Market Place office or at our Depot archive centre. Files within the last ten years are normally filed at the Market Place office. If your request is for Building works prior to this time a search will be conducted at our archive facility.

Please allow a minimum of 10 working days to retrieve any files located at our archive facility.

If a file is not viewed within 1 month 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 fee associated with the file search process is to cover costs associated with the staff time to locate, retrieve and re-file the file. We cannot guarantee that a file will be recovered, or that specific items requested will be contained in a file. **No refunds will be provided should these circumstances occur.**

PAYMENT OPTIONS:

The Application fee can be paid in person at Market Place reception. We accept cash, eftpos and cheque.

COPY FEES: A4 – first 10 copies are free – subsequent copies will be charged in accordance with Council's pricing register.

A3 – first 5 copies are free – subsequent copies will be charged in accordance with Council's pricing register.

Larger size drawings will also be charged in accordance with Council's pricing Register.

RETRIEVAL OF INFORMATION PRIOR TO COUNCIL AMALGAMATION IN 1994:

In 1994 the Southern Grampians Shire Council was formed by the amalgamation of the Shire of Wannon, City of Hamilton, Shire of Mt Rouse and Shire of Dundas. During this time the records of each respective Shire were merged into one facility, however during this process some files were misplaced resulting in some File Searches being unsuccessful today. Therefore 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:

Records of stormwater drainage layout plans for residential projects may not be shown on the Building Plans. Therefore if you wish to locate underground storm water drainage pipes on your property, it is best to carry out a site inspection to locate them.

Property sewerage plans can be obtained from Wannon Water. P: 1300 926 666 E:info@wannonwater.com.au

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.