

**In person:** 104 Hovell St, Wodonga, VIC 3690

**Phone:** (02) 6022 9300

**Post:** PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

- Please note that depending on legislative requirements at the time of development, information in each file will vary. Documents commonly found in the building file include building permits and certificates, site and floor plans, and soil tests.
- Records are held for most properties constructed in the Wodonga municipality.
- Where the applicant is not the property owner, written authority must be provided by the property owner or agent authorising the information to be provided to the applicant.
- **The application fee must be paid prior to the release of any information.**
- Information will be provided in **1 - 5 business days** from receipt of request.
- Additional fees may apply depending on amount of documents requested. Costs cover photocopy or email of documents.

Applicant/agent details	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss								
	Given name:								
	Surname:								
	Company:								
	Address:								
	Suburb:		State:		Post code:				
	Phone (work):			Phone (home):					
	Mobile:			Email:					
Property owner/s:	Name:								
	<input type="checkbox"/> I am the owner/applicant								
	<input type="checkbox"/> I am an applicant and have attached the owner's consent or managing authority to this application								
Property details	Address:								
	Suburb:		State:		Post code:				
	<b>Description:</b> (e.g. house, shed or garage, pergola, pool etc)								
Information required	Please tick information required:								
	<input type="checkbox"/> Copy of permits and certificates				<input type="checkbox"/> Plumbing layout (if available)				
	<input type="checkbox"/> Copy of site and floor plans				<input type="checkbox"/> Copy of engineering plans				
	<input type="checkbox"/> Copy of soil report				<input type="checkbox"/> Copy of insurance certificate				
	<input type="checkbox"/> Other .....								
<ul style="list-style-type: none"> <li>• Due to the nature of contents of file, whole file is not available electronically.</li> </ul>									
Method of receipt	<input type="checkbox"/> Email				<input type="checkbox"/> Collection				
Declaration This form must be signed by the person making the request.	<input type="checkbox"/> <b>I confirm that I am authorised to obtain building file information and all information is true and correct.</b>								
	<input type="checkbox"/> <b>As a third party I have attached a letter of authority from the property owner. Any information received will only be used for personal use.</b>								
	Name:								
	Signature:								
	Date:     /     /								

PLEASE NOTE: It is against the law to provide false or misleading information, which could result in a fine.

<b>Office use only</b>	
Lodgement number:	Lodgement date:
Property number:	Authority required:     Yes     No
Licence sighted:     Yes     No	No building file/file out to: