

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:				
	Description: (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"/> Copy of soil report		<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 insurance certificate				
	<input type="checkbox"/> Other								
<ul style="list-style-type: none"> • Due to the nature of contents of file, whole file is not available electronically. 									
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"/> I confirm that I am authorised to obtain building file information and all information is true and correct.								
	<input type="checkbox"/> 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.								
	<input type="checkbox"/> I understand that I will be invoiced for any un-viewed application.								
	Name:								
	Signature:								
Date: / /									

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

Office use only	
Lodgement number:	Lodgement date:
Property number:	Authority required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Licence sighted: <input type="checkbox"/> Yes <input type="checkbox"/> No	No building file/file out to:

In person - EFTPOS, credit card, cheque* or cash

Mail options - cheque or credit card (please complete credit card details below):

Card number:

Expiry date:

CCV number
(three digit number on back of card)

Name on card:

Signature:

* Please make cheques payable to 'Wodonga City Council'.

Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.