



# Property information request

## What you need to do



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email or by mail.



### Receive your invoice

Once your application is processed you will receive an invoice within five working days.

## Read before starting

A property information request provides a statement of information relating to the following sections of Building Regulations 51 (1), 51 (2) and 51 (3).

It is most frequently used when buying or selling property, or prior to modifying a property.

### Application fee

Each Certificate requested requires separate payment.

**Standard** (all types)  
\$48.80

**Fast track** (all types)  
\$88.80

### How to apply

Submit this form and required supporting documentation:

- ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)
- ✉ Municipal Building Surveyor  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Further information

- ☎ 03 9209 6253
- 🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)

## Requested information

Please indicate the information you would like to request.

### Section 51 (1)

- A permit or certificate of final inspection issued in the last 10 years;
- Any current determination made under regulation 64(1) or exemption granted under regulation 231(2)
- Current notices or orders issued by the relevant building surveyor under the Act

### Section 51 (2)

Whether the building or land is:

- in an area that is liable to flooding within the meaning of regulation 5(2);
- in an area that is designated under regulation 150 as an area in which buildings are likely to be subject to attack by termites.
- Designated land or designated works.

### Section 51 (3)

The approved dates of the inspections carried out of the mandatory notification stages of building work carried out on the building or land. (Available for request by an owner or mortgagee of a building or land, or a prescribed building practitioner reporting on a building under section 137B of the Act).

## Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer (phone Council Assist on 9209 6777).

**1 Declaration**

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

**To: The Municipal Building Surveyor, City of Port Phillip****2 Applicant details**

First name

Last name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

Reference number

**3 Property details**

Unit number

Number

Street name

Suburb / locality

Postcode

Volume

Folio

Nature of dwelling or vacant land

**Office use only**Application  
numberDate  
lodged

For further information or a large print version

☎ 03 9209 6253

🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)