



Building plan and documentation search

What you need to do

Before you start!

The easiest way to submit your application is to apply online (this form is not required).

Visit eservices.portphillip.vic.gov.au then click **View All Services**, then click **Apply for a Building File Search**.



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 to filesearch@portphillip.vic.gov.au



What comes next

Searches will generally take 20 business days to complete from the date of the payment of the search fee invoice. Complex searches may take longer.

Read before starting

What is a building plan and documentation search application?

A Building Plan and Documentation Search is a way to access Council records for a particular building based on the building permits issued in relation to a property.

Application fees

The application fee covers a search and is **non-refundable**. There is no guarantee documentation will be available as in the majority of cases it is supplied to Council from the Private Building Surveyor. Payment of the application fee (see page 2) and owners consent (see section D) must be provided before the application is processed.

Application fee information is available on our [website](#).

How to apply

Submit this form and required supporting documentation:

- helpbuilding@portphillip.vic.gov.au
- Municipal Building Surveyor
City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Viewing documents

If many documents are available we may contact you to arrange a viewing to select the items you require. Please respond promptly to arrange a meeting time. If we do not hear from you within one week the documents will be returned to Council's archive and the search request closed. Digital photography is not permitted during the viewing.

Receiving results

Please select how you would like to receive your search results:

- Email
- Post
- Notify me when ready to collect

Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by the City of Port Phillip 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 they 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 by calling ASSIST on 9209 6777.

1 Consent

Regulation 50 of the Building Regulations 2018 states that only **an owner or mortgagee of the building or land, or a person authorised in writing by an owner or mortgagee of a building or land** may request a Building Plan and Documentation Search. Please provide one of the four types of owners consent below. For other ownership situations please contact us to discuss how consent should be provided.

The owner is a company, organisation or corporation of a single property with no Owners Corporation.

Your application must include a formal letter of consent on letterhead of the company, signed by a company director. The formal letter of consent must authorise the named applicant to access building permit records for the property, and must include the company's contact details and ABN.

I am acting on behalf of multiple properties with an Owners Corporation, or I am a lot owner in a complex of multiple properties with an Owners Corporation.

A person acting on behalf of the Owners Corporation such as a manager must provide signed written authorisation on Owners Corporation letterhead or provide a copy of the minutes appointing the named applicant to act on the Owners Corporation's behalf to access building permit records for the property.

2 Declaration

I am the applicant; and that all the information in this application is true and correct.

I have provided all necessary supporting information and documents.

2 Applicant details

If the applicant is a company, please state contact name.

First and last name

Organisation (if available)

Residential or postal address

Best phone number to contact you on Email

3 Search details**Property details**

Unit number Number Street name

Suburb / locality

Postcode

Building permit number or year of renovations (if available)

Search details

Please provide details of your search and what you need the information for. Insufficient or unclear information will delay your application.

Office use only

Application
numberDate
lodged

For further information or a large print version

📞 ASSIST 03 9209 6777 🌐 portphillip.vic.gov.au/planning-and-building ✉️ planhelp@portphillip.vic.gov.au