A property information request provides a statement of information relating to the following section of the Building Regulations:

51. Requests for Information

1. Any person may request the relevant council to provide in relation to any building or land –
   (a) details of any permit or certificate of final inspection issued in the preceding 10 years; and
   (b) details of any current determination made under regulation 64(1) or exemption granted under regulation 231(2); and
   (c) details of any current notice or order issued by the relevant building surveyor under the Act.

2. Any person may request the relevant council to provide in relation to any building or land details as to whether the building or land is—
   (a) in an area that is liable to flooding within the meaning of regulation 5(2); or
   (b) in an area that is designated under regulation 150 as an area in which buildings are likely to be subject to attack by termites; or
   (c) in an area for which a bushfire attack level has been specified in a planning scheme; or
   (d) is an area designated under regulation 152 as likely to be subject to significant snowfalls; or
   (e) designated land; or
   (f) designated works.

3. An owner or mortgagee of a building or land, or a prescribed building practitioner reporting on a building under section 137B of the Act, may request the relevant council to provide the approved dates of the inspections carried out of the mandatory notification stages of building work carried out on the building or land.

How to apply:

Online: Visit eServices - under the ‘Category Search’ section type ‘Property’ and select ‘Apply for Property or Land Information Certificates’.

Post: Complete application form and attach cheque – send to: Municipal Building Surveyor, City of Port Phillip, Private Bag 3, St Kilda VIC 3182

In Person: Complete application form and present to cashier to pay.
   • St Kilda Town Hall, 99A Carlisle Street, St Kilda.
   • South Melbourne Town Hall, 208 Bank Street, South Melbourne.
   • Port Melbourne Town Hall, 333 Bay Street, Port Melbourne.


Should you have any queries or wish to discuss this matter further please do not hesitate to call the Building team on 9209 6253 or email helpbuilding@portphillip.vic.gov.au.

Important

If you require copies of detailed building permit information (eg approved plans, computations, specifications, Occupancy Permit, Building Permit, etc) please submit a Building Plan and Documentation Search Application Form. The form can be collected from St Kilda, South Melbourne or Port Melbourne Town Halls or downloaded at www.portphillip.vic.gov.au/building-forms.htm.
To: The Municipal Building Surveyor, City of Port Phillip

**APPLICANT DETAILS**

Applicant Name:

Applicant's Postal Address:  
Postcode:

Applicant's Phone Number (business hours):

Applicant's Email:

Reference Number:

**PROPERTY DETAILS**

Street number:  
Street/Road:  
Suburb:  
Postcode:

Owner's Details:

Volume/Folio Number:

Nature of dwelling or vacant land:

**APPLICATION FEES**

<table>
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<th>Fast Track</th>
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Tick applicable boxes (see page 1 for an explanation of each type).

**Total to Pay $**

Your application request will not be processed until the applicable fees have been paid (see page 1 for options). Each Certificate requested requires separate payment. A card payment fee applies. For current fee details, please visit [www.portphillip.vic.gov.au/card-fees.htm](http://www.portphillip.vic.gov.au/card-fees.htm).

Signature (Owner or Applicant):  
Date:

**Privacy Notification:** 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).