

Documentation Search Application

BUILDING PERMITS
2024/25



APPLICANT DETAILS

APPLICANT NAME _____

CURRENT POSTAL ADDRESS _____

PHONE (BH) _____ EMAIL _____

PROPERTY DETAILS *(if known)*

PREVIOUS OWNER _____

ROAD or STREET Number _____

LOCALITY _____

LOT _____ PLAN/ SUBDIVISION NO. _____ ASSESSMENT NO. _____

APPROXIMATE AGE OF DWELLING _____

DOCUMENT(S) REQUIRED

BUILDING PERMIT

Description _____

IMPORTANT INFORMATION

- A search fee of \$120.00 is payable.
- An additional document retrieval fee of \$65.80 per container will be charged to reimburse costs incurred by us if the document is archived off site. Documents may be in more than one container. You will be notified of additional fees prior to retrieval.
- The search fee is payable regardless of the outcome of the search. We may not always be able to locate the document(s) you have requested.

OWNER DECLARATION AND CONSENT

I, _____ *(name)* am the current owner of the above property. I authorise the applicant named above to view and obtain copies of the requested documents.

Signature

Date

Phone (BH)

RETURNING YOUR APPLICATION

CONTACT US
Phone 03 5760 2600
Fax 03 5762 5537
Email council@benalla.vic.gov.au

IN PERSON
Visit the Council's Customer Service Centre
at 1 Bridge Street East, Benalla

MAIL
Send this application to
Benalla Rural City Council,
PO BOX 227, BENALLA VIC 3671

Information Privacy The personal information requested on this form is being collected by Council for the purpose conducting a document search. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.