

# 2024 APPLICATION FOR BUILDING PROPERTY INFORMATION

Building Act 1993. Building Regulations 2018

**ALL PROPERTY INFORMATION CAN NOW BE APPLIED FOR AND PAID ONLINE VIA EHUME.**  
To register for eHume, click [here](#) select 'Register for eHume' and insert relevant details.

**Effective 1<sup>st</sup> July 2024 – 30<sup>th</sup> June 2025**

Application Reference Number:	<b>BPI</b> ..... <b>BPI</b> ..... (For internal use only)
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## PART A – PROPERTY DETAILS

*The applicant must provide accurate details of the property relevant to the application*

Number	Lot	Street/Road	
City/Suburb/Town		Postcode	LP/PS
Volume	Folio	Crown Allotment	Section

## PART B – APPLICANT DETAILS

Name:			
Address:			Postcode
Phone:	Mobile:	Fax:	
<b>Email:</b> Please detail clearly			
Description of Building/s or works			

### APPLICATION NUMBER 1 *Please tick the boxes applicable to the information that you require.*

- R51 (1)** 
  - ✦ Details of any permit or Certificate of Final Inspection issued in the preceding 10 years.
  - ✦ Details of any statement issued under regulations 502 & 503 of the Building Regulations.
  - ✦ Details of any current notice, order, certificate or statement issued under the Act or the Building Regulations  \$ 52.10
- R51 (2)** 
  - ✦ Land prone to termites    ✦ Land prone to flooding
  - ✦ Land prone to significant snowfalls    ✦ Designated land or works  \$ 52.10
- R51 (3)** 
  - Inspection approval dates of the mandatory inspections stages of building work carried out on the land  \$ 52.10

### APPLICATION NUMBER 2 - PARENT PROPERTY INFORMATION

*(Parent Property information is not provided unless specifically requested and additional fees paid)*

- ✦ Details of any Permit or Certificate of Final Inspection issued in the preceding 10 years
  - ✦ Details of any current notice, order, certificate or statement issued under the Act or the Building Regulations  52.10

### APPLICATION NUMBER 4 - *(Please read carefully prior to signing).*

- ✦ Copy of Plans and documents for Residential Building Permit/Approval records  \$192.50 (incl GST)
- ✦ Copy of Plans for Industrial/Commercial Building Permit/Approval records.  \$385.00 (incl GST)

**Large files will be uploaded to Council OneDrive (Cloud) server and the link forwarded to you for download.**  
**Small files will be emailed.** (Cont. next page)

**Detailed description of Plans and/or Document(s) required:**

(eg, All relevant plans for Dwelling, Shed, Factory, Warehouse, Occupancy Permit,)

**An application for Copy of Plans can only be made by the registered owner of the property with proof of identity. If you are NOT the registered owner, please complete the Agent Authorisation form.**

**The fee applicable to Application Number 4 for Plans, Documents or Certificates includes the following services:**

- Administration
- Archive search & retrieval
- Uploading or emailing of documents

**APPLICATION NUMBER 5**

- |                          |   |                          |                 |
|--------------------------|---|--------------------------|-----------------|
| <input type="checkbox"/> | ✦ Title Search (Additional disbursement fees may apply) | <input type="checkbox"/> | <b>\$110.00</b> |
| <input type="checkbox"/> | ✦ Copy of individual document (eg. Occupancy Permit)    | <input type="checkbox"/> | <b>\$100.00</b> |

**Notes: Please read**

- Applicant must complete, sign and date this application form.
- Council does not generally hold plans for Housing Commission built homes.
- Plans for buildings constructed prior to 1965 may not be in Council’s archive.
- Agents must have written consent from the property owner to make application.
- Identification is required for proof of ownership e.g. Driver’s licence.
- **These charges apply to application and search fee, refunds cannot be given.**
- This application form must be accompanied by payment.

**Applications should be forwarded with payment by cheque or Money Order to:  
Hume Building Control Services PO Box 119 Dallas 3047. Telephone 9205 2200.**

**Electronic payment and lodgement/application can be made on Council’s website via eHume. To register for eHume click [here](#) select ‘Register for eHume’ and insert relevant details.**

**Applicants Signature:** ..... **Date:**...../...../20.....

This information is collected for the purposes of complying with the requirements of the Building Act 1993. Council will not disclose this information unless it is permitted to do so in accordance with the Act(s), or per the provisions of Council’s Information Privacy and Health Records Policy. Failing to provide sufficient or necessary information may limit Council’s ability to provide related service(s).

**Sewerage and Water Assets Information:**

For information regarding Melbourne Water & other authorities’ main drains & sewerage systems, please contact:

- |                      |                           |                     |
|----------------------|---------------------------|---------------------|
| • <b>MAIN DRAINS</b> | <b>Melbourne Water</b>    | <b>9235 2100</b>    |
| • <b>SEWER</b>       | <b>Yarra Valley Water</b> | <b>13 17 21</b>     |
|                      | <b>City West Water</b>    | <b>13 16 91</b>     |
|                      | <b>Western Water</b>      | <b>1800 805 301</b> |



1079 PASCOE VALE ROAD  
BROADMEADOWS  
VICTORIA 3047  
Postal Address:  
PO BOX 119  
DALLAS 3047  
Telephone: 03 9205 2200  
Facsimile: 03 9309 0109  
www.hume.vic.gov.au

### AGENT AUTHORISATION FOR COPY OF PLANS

The following is to be completed by the registered owner where the applicant is acting on behalf of, or with permission from, the owner:

I/We.....  
**(Owner's name(s))**

Of (owner's address):.....  
.....

Hereby authorise the following person:

**(Applicant's printed name(s))**.....

To lodge an application for copy of plans with Hume City Council and to act on my/our behalf in this matter:

Owner's signature:.....

**Proof of identity: A copy of the Registered Owner's Drivers Licence and/or Rates notice is to accompany the Agent Authorisation**

Where the property is owned by a company, a copy of the company search - detailing the individual director seeking the information - must be provided.

This can be obtained via the ASIC website [www.asic.gov.au](http://www.asic.gov.au)

Date:.....Email address:.....

Phone:.....Mobile:.....