

Application for Property Information

Purpose: To request the property, drainage (Legal Point of Discharge) or planning information required when planning building works or selling your property.

INFORMATION REQUIRED (See over for full details)

- Property Information – Building Regulations 51(1)**
 - Details of any previous building permits or notices issued.
- Property Information – Building Regulations 51(2)**
 - Is the site liable to flooding, termite infestation etc.
- Property Information – Building Regulations 51(3)**
 - Inspection approval dates for building work carried out.
- Stormwater Drainage – Legal Point of Discharge (LPOD)**
 - Stormwater drainage and an approved discharge point if applicable.
- Planning Advice**
 - Written advice confirming whether a planning permit is required.

YOUR DETAILS

- Property Owner Occupier Builder Building Surveyor
- Applicants Name: Company Name:
- Postal Address:
- Contact details: Telephone: Email:

PROPERTY DETAILS

Address:

Town/Suburb: Postcode:

PROPOSED WORKS (IF APPLICABLE)

Planning permit number (if you have one):

Description of proposed development (attach as separate document if more space required):
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DOCUMENTATION REQUIRED

Please provide the following documents (see over for more detail) to allow us to process your request.

- Certificate of Title (produced in last 2 months) Title Plan Site Plan or Building Layout

PAYMENT

Please indicate how you would like to pay.

Important! Please do not send credit card details via email as the email will be blocked.

- Credit Card** – We will contact you to take payment via credit card over the phone.
- In Person** – You can pay by credit card, EFTPOS, Cash, cheque or money order at our Customer Service Centre (see details below).
- Cheque** – Cheques or money orders should be made payable to Mount Alexander Shire Council.

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What documentation do I need to provide?

The following documents are required to assist us to efficiently process your request:

- **Certificate of Title and Title Plan** – Must be produced with the last 2 months by Land Victoria. Please include copies of any covenants and/or agreements that may be referred to on the Title.
- **Site Plan** – A scaled and dimensioned site plan that shows the existing conditions of the site including existing buildings, significant trees and native vegetation. Please mark on the site plan any of the above which are proposed to be retained, demolished or removed.

Requests will not be processed until this documentation is received.

What information will be provided?

- **Property Information – Building Regulations 51(1)**
 - Details of any building permit issued in the preceding 10 years
 - Details of any current determination made under regulation 64(1) or exemption granted under regulation 231(2)
 - Details of any current notice or order issued under the Act.
- **Property Information - Building Regulations 51(2)**
 - Is the building or land in an area that is liable to flooding within the meaning of regulation 51(2)
 - Is the building or land designated under regulation 150 as an area in which buildings are likely to be subject to attack by termites?
 - Is the building or land in an area for which a bushfire attack level has been specified under a planning scheme?
 - Is the building or land in an area designated under regulation 152 as likely to be subject to significant snowfalls?
 - Is designated land
 - Is designated works
- **Property Information - Building Regulations 51(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 that approved dates of the inspections carried out of the mandatory notification stages of building work carried out on that building or land. (Proof of ownership required).
- **Stormwater Drainage - Legal Point of Discharge (LPOD) - Building Regulations 133**
 - Confirmation of existing stormwater drainage and an approved discharge point if applicable.
 - Requires Council to search for and approve an appropriate discharge point for any drainage works.
 - May involve a site inspection and verification of existing drainage on site
 - Minor Works in a Road Reserve Permit – Where the connection point is within a road reserve or easement, a Minor Works in a Road Reserve permit must be applied for and issued before works commence.
 - Damage to Council assets – Any damage to Council assets caused by installation of a storm water connection point shall be repaired to Council's satisfaction.
- **Planning Advice**
 - Written advice confirming whether a planning permit is required.
- **Fees** Please refer to **Building Fees** at [Mount Alexander Shire Website](#)

Planning Fees at [Mount Alexander Shire Website](#)

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