



## REQUEST FOR INFORMATION

Pursuant to Regulation 51(1), (2) & (3) of  
*Building Regulations 2018*

### What is a Building Property Enquiry?

A Building Property Enquiry is a way of requesting information, prescribed under Regulation 51 of the *Building Regulations 2018*, from the relevant Council on a particular address within their municipality.

Information may include, but is not limited to;

- details of any permits or certificate of final inspection issued in the preceding 10 years; and
- details of any current determination made under regulation 64(1) or exemption granted under regulation 231(2); and Notice or Order issued by the relevant building surveyor under the Building Act;
- whether the building or land is in an area that is liable to flooding or is likely to be subject to attack by termites.

*If required, please refer to the 'Building Regulations' for full details*

### Who typically applies for a Building Property Enquiry?

Solicitors or conveyancers acting on behalf of clients who wish to purchase or sell a property are by far the biggest users of this service; however any person can apply for a Property Enquiry.

An applicant should supply a copy of the Certificate of Title, a Plan of Subdivision and, where possible, the Volume and Folio of the address to be researched

### What types of information are available?

The type of information available has been categorised into three options. Typically Option 1 and/or Option 2 are requested. On rare occasions, Option 3 is also sought. Please be advised that due to the nature of the information required, Option 3 can take a significant amount of time and may delay your application. It is recommended an applicant request Options 1 and/or 2 as standard, and Option 3 only if it is a necessity.

#### Option 1

- Details of Building Permits, Occupancy Permits or Certificates of Final Inspection (Not physical copies) covering the previous 10 years
- Details of statements issued under Reg 64(1) or 231(2)
- Current Building Notices or Orders

#### Option 2

Information on whether a property is in an area:

- (i) liable to flooding (Reg 5(2))
- (ii) liable to infestation by termites (Reg 150)
- (iii) Bushfire attack level has been specified in a planning scheme
- (iv) liable to significant snowfalls (Reg 152)
- (v) Designated land
- (vi) Designated works

#### Option 3

Provides details of inspection approval dates of the mandatory notification stages for building work carried out on land or buildings as per (Section 137B – Building Act).

### Fees

All fees are prescribed under the Building Regulations (Reg. 52) and are outlined in the form.

# Request for Property Information

Pursuant to regulation 51 (1), (2) & (3) of the *Building Regulations 2018*

Date: ____/____/____			
Name of Applicant:		Company Name:	
Address:		Postcode:	
Contact person:		Phone No:	
Response by Email: <input type="checkbox"/> (Please tick)		Fax No:	

**Buying or Selling a property. Building Regulation 51 request**  
(Tick applicable box)

**Option 1 - \$53.60 (GST exempt) per property**

- ☐ Detail of any permits or certificates of final inspection 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 orders issued by the relevant building surveyor under the ACT
- .....

**Option 2 - \$53.60 (GST exempt) per property**

- ☐ Land liable to flooding (Reg 5(2))
- ☐ Land subject to termite attack (Reg 150)
- ☐ Bushfire attack level has been specified in a planning scheme
- ☐ Land liable to significant snowfalls (Reg 152)
- ☐ Designated land
- ☐ Designated works

**Note: Selecting Option 1 + Option 2 - \$107.20 (GST exempt) per property**

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**Option 3 - \$53.60 per property (GST exempt)**

- ☐ Details of inspection approval dates of the mandatory notification stages for building work carried out on land or building as per Section 137B of the Building Act 1993

**Note: Selecting Option 1 + Option 2 + Option 3 - \$160.80 (GST exempt) per property**

Property Information Required For:				
Flat/Unit No.	Address		Suburb	Directory Reference
Vol/Fol	Lot No (on a Title Plan)	Title Plan No.	Lot/Unit No. (on a plan of subdivision)	Subdivision No. and type Quote: PS/SP/RP/LP
/		TP	Lot/Unit	

**Important Information**

In order to receive correct information, all above boxes must be filled in. If a particular box is not applicable enter N/A.

To avoid delays, please ensure you submit a copy of title and all relevant documents with application.