



# 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 - \$50.72 (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 - \$50.72 (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 - \$101.44 (GST exempt) per property**

.....

**Option 3 - \$50.72 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 - \$152.16 (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.

The personal information requested on this form is being collected by Hindmarsh Shire Council for the Management of the application. The Council will use this information only for that purpose or for directly related purposes. You may apply to Council for access to your personal information or to amend the same. If you do not provide this information your application may not be processed.