Building Property Enquiry fact sheet

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.

What type of information is included?

There are three options for the certificates as per the below. Please be mindful that Option 3 is rarely required and can take a significant amount of time to process, this should only be applied for if necessary.

Option 1 – Building Regulations 51(1)

- Details of Building Permits covering the previous 10 years (not physical copies)
- Details of Occupancy Permits and Certificates of Final Inspection (not physical copies)
- Details of Current Building Notices or Orders (Not physical copies)
- Details of statements issued under Reg 64 or 153

Option 2 - Building Regulations 51(2)

Information on whether a property is in an area:

- liable to flooding (Reg 153)
- liable to infestation by termites (Reg 150)
- prone to bush fire (Reg 155)
- liable to significant snowfalls (Reg 181)
- liable to overland flooding (Reg 154)

Option 3 - Building Regulations 51(3)

Contains all of the information included in Option 1. Also provides details of inspection approval dates of the mandatory notification stages for building work carried out on land or buildings.

How long will a 'Building Property Enquiry' take?

Applications will be processed within five business days and sent electronically via email.

Fees

Fees are charged per sub regulation. E.g. Options 1 & 3 would require two application fees to be paid. Fees are statutory in nature. Full fee schedule can be viewed at:
https://www.melbourne.vic.gov.au/SiteCollectionDocuments/property-information-schedule-of-fees.pdf

What you must provide

For Options 1 and 3 you may be required to provide a copy of the certificate of title and title plan/plan of subdivision.

How to apply

In person: Melbourne Town Hall Administration Building, 120 Swanston Street, Melbourne (Opening hours 7:30AM to 5:00PM Mon-Fri)

Mail: GPO Box 1603 Melbourne 3001

Email: building@melbourne.vic.gov.au