



Application For Property Information

Applicant details

Name

Postal Address

Suburb

State

Postcode

Telephone number

Email

Applicant signature

Date

Property information

Plan of Subdivision Number (If applicable)

Lot No (if applicable)

Address

Suburb

State

Postcode



Information required & fees (includes GST) (See Fee Schedule)

<input type="checkbox"/>	Building Permit particulars form - Reg. 51(1) This form details all Building Permits issued in the previous ten years and any outstanding Notice or Order.	
<input type="checkbox"/>	Urgent Building Particulars for - Ref. 51(1) 24 Hour turnaround (subject to availability).	
<input type="checkbox"/>	Property Information - Reg. 51(2) This form advises whether the property is within a designated Termite prone area. Please refer to Melbourne Water, https://www.melbournewater.com.au for a Flood prone area report. These reports are required prior to the issue of a Building Permit. Please refer to Land.vic.gov.au for a Bushfire Report	
<input type="checkbox"/>	Urgent property information - Reg. 51(2)	
<input type="checkbox"/>	Swimming Pool/Spa property information (Building Amendment (swimming pool and spa) Regulation 2019)	
	Total Payment Due	\$

Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.

Payment

Applications will not be processed without the payment of fees.

If payment is not received on application an Officer will contact you regarding “how to pay”.

How to submit and pay

Please submit your completed form with any required documentation and payment via one of the methods below.

† In Person

via Eftpos, Visa, Mastercard, Amex, cash, cheque or money order.

Frankston City Council - Civic Centre
30 Davey Street
Frankston VIC 3199

Langwarrin Customer Service Centre
Shop 6, The Gateway
230 Cranbourne-Frankston Road
Langwarrin 3910

Seaford Community Centre
1/6 Broughton Street
Seaford 3198

✉ By Mail

via cheque or money order

Frankston City Council
PO BOX 490
Frankston VIC 3199

✉ Submit by Email

Please email the completed application form with any required supporting documentation to: info@frankston.vic.gov.au

If payment is not received on application you will be contacted regarding “how to pay”.

OFFICE USE ONLY – Application for Property Information

Payee Name:

Address:

TOTAL \$

Building permit particulars form - Reg. 51(1)	Urgent Building Particulars for - Ref. 51(1)	Property Information - Reg. 51(2)	Urgent property information - Reg. 51(2)	Swimming Pool Property Information
RC - 28	RC - 28	RC - 37	RC - 37	RC - 417

