

Application Request for Copies of Building Plans

Effective 1 July 2026



Property Details

House Number _____ Unit Number _____ Lot Number _____

Street Name _____ Suburb _____

Approx. Year of Construction _____

Please indicate which building permits you would like copied

- | | | |
|---|---|--|
| <input type="checkbox"/> Original House | <input type="checkbox"/> Patio | <input type="checkbox"/> Swimming Pool/Fence |
| <input type="checkbox"/> Additions | <input type="checkbox"/> Retaining wall | <input type="checkbox"/> Pergola/Gazebo |
| <input type="checkbox"/> Garage/Carport | <input type="checkbox"/> Shed | <input type="checkbox"/> Warehouse/Factory |
| <input type="checkbox"/> Front Fence | <input type="checkbox"/> Office/Shop | <input type="checkbox"/> Other |

Please explain briefly the reason you are requesting the search.

(This information will assist with determining if this type of search is suitable for your purpose)

Owners Details

Owner's Signature authorises nominated applicant to obtain copies of plans

Name/Company Name* _____

Postal Address _____

Email Address _____

Phone Number _____

Signature of Owner _____

***If Company Owned - Complete Declaration on next page**

Applicants Details

Tick if same as above

Name/Company Name _____

Postal Address _____

Email Address _____ Phone Number _____

Contact Person _____

*Please ensure that the email address provided is accurate, as all plans will be sent to this address.

Request for copy of Building Plans

Terms and Conditions

- Every effort will be made to obtain the requested information, however if the information is not available or not of your expected quality – the search fee will not be refunded.
- Applications are generally processed within ten working days.
- Incomplete forms will be returned to the applicant.
- Proof of Identity (Applicant) will be required when submitting an application. i.e Drivers Licence, Passport or other agreed identification.

I declare that I accept the above conditions and I am eligible to make application for access to the building records relating to the building or structures identified in this application (tick whichever applies)

I am the legal owner of the property to which the building records relate to

I have written consent of the legal owner of the property to which the building records relate
They have signed this form or I have attached a separate consent document

Applicants Signature _____ Date _____

Signature should match the signature on the supplied proof of Identity

***For Owners Only - Complete if property is owned by a Company**

I _____ am the owner/director of _____
Print name Company Name

I have the authority to sign documents on behalf of the nominated company.

Signature _____

Office Use Only

Receiving Officer (print name) _____ Date _____

Copies of relevant authorisation documents have been attached

Identification copied and attached (mandatory)