

Application Request for Copies of Building Plans

Effective 1 February 2021



Property Details

House Number _____ Unit Number _____ Lot Number _____

Street Name _____ Suburb _____

Approx. Year of Construction _____

Please indicate which building permits you would like copied

Original House	Patio	Swimming Pool/Fence
Additions	Retaining wall	Pergola/Gazebo
Garage/Carport	Shed	Warehouse/Factory
Front Fence	Office/Shop	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 _____

Delivery Method – Select 1 only

Residential search - Please indicate Emailed Post Collect

Commercial/Industrial Email Only

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. All plans requested to be printed - will be printed in A3 size black and white only and will not be to any scale.
- Applications are generally processed within five 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)

Building Office Use Only

Licence/Permit #

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