

# 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 \_\_\_\_\_

**\*please 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

### \*Company Owner Declaration

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 #