

## Request for a copy of building plans / documents

<b>Owner details</b>	Name:
	Address:
	Phone:
<b>Agent details</b>	Name:
	Address:
	Phone:

**Please note:**

1. If you are not the owner of the land, you must provide a letter of consent from the owner.
2. In some cases, we may not have any plans related to your property, but the fee is non-refundable, as a search was made regardless.
3. Plan searches normally take 3-5 working days, but can take up to 7 working days.
4. Appropriate fees to be paid upon lodgement of request.

Building details		
Property address:		
City/Town:	Postcode:	LP/PS:
Lot/s:	Volume:	Folio:
Crown allotment:	Section:	Parish:

Information requested		
<input type="checkbox"/> Building Permit documentation	<input type="checkbox"/> Occupancy Permit	<input type="checkbox"/> Certificate of Final Inspection
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Other _____	

### Declaration

I am the owner/mortgagee of the building or land or a person authorised in writing by the owner or mortgagee of the building or land. I acknowledge there may be personal information about others contained in the documents I am applying for. I will not use or disclose this information for any purpose not related to the Building Regulations 2018.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement:**

Personal information collected by Council is used for municipal purposes as specified in the Building Regulations 2018, and the Building Act 1993, or other relevant legislation. This personal information will be used solely by Council to assess your right of access to the requested documents. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

<b>OFFICE USE ONLY:</b>	Information supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date:	Name:	Signature:	