

REQUEST FOR COPY OF DOCUMENTS & PLANS



Advise:

Use this form to obtain copies of Building/Planning Permit documents and/or plans. Before proceeding with this application please note that this application will incur a fee, and the requested documents will not be issued until this fee has been paid (this is a search fee, which includes copies of documents if found).

As many records are old, Council are not responsible for the quality and/or condition of any documents provided.

If you have any queries with the application form or what information is required please contact the office.

DETAILS OF APPLICANT & OWNER *(Applicants must attach written consent from the owner)*

Applicant:					
Address:		Suburb		Postcode	
Phone:		Email			

Owner:					
Address:		Suburb		Postcode	
Phone:		Email			

Reason for Request?	
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How would you like this information returned?	<input type="checkbox"/> To be picked up	<input type="checkbox"/> Emailed	<input type="checkbox"/> Posted
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PROPERTY DETAILS *(Details of Property which you are requesting information for)*

Number		Street/Road		Suburb	
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DOCUMENTS YOU WOULD LIKE *(tick applicable)*

<input type="checkbox"/> Building Permit	<input type="checkbox"/> House Plans	<input type="checkbox"/> Occupancy Permit
<input type="checkbox"/> Plumbing Permit	<input type="checkbox"/> Shed Plans	<input type="checkbox"/> Certificate of Final Inspection
<input type="checkbox"/> Planning Permit	<input type="checkbox"/> Structural Plans	<input type="checkbox"/> Completion Certificates
Other (Please Specify):		

FEES PAYABLE *(invoice will be sent to applicant)*

Search & Copy Fee for Permits/Plans	\$50.00
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SIGNATURE OF OWNER / APPLICANT

Owner / Applicant		Date	
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