

PLAN SEARCH REQUEST APPLICATION FORM

Important Information

To request plans and/or relevant documents, please complete the below details. Please note that the application fee listed below (under the approximate age of building) applies to all search requests and is **non-refundable** in the event that plans cannot be located.

Do you need to complete a Plan Search Request?

If you are looking for information and plans/layouts relating to underground cables, sewerage, or water. This can be obtained for free by visiting **Dial Before you Dig** (www.1100.com.au/)

1. Plans/Documents Requested:

Building Department		
<input type="checkbox"/> Dwelling(s)	<input type="checkbox"/> Commercial Building(s)	<input type="checkbox"/> Pool/Pool Fence
<input type="checkbox"/> Outbuilding (Shed/Carport/Patio/etc) Please specify: _____	<input type="checkbox"/> Building Permit/Licence/s	<input type="checkbox"/> Addition(s)/Extension(s) to original structure
Planning Department		<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Planning Approval	Health Department	
	<input type="checkbox"/> Septic Approval	

2. Application Details

Purpose of request (*for new house additions, etc*): _____

Approximate age/year of building/structure/s (*1992, etc*): _____

Application fee (*based on above age of building/structure/s*):

- Office copy records (*for age 2000 and newer*) - \$33.00
 Archive copy records (*age prior to 2000*) - \$76.00

Property address for plan search:

Lot Number: _____ House Number: _____

Street: _____

Town/Suburb: _____

Plans/documents to be sent via:

Email or Mail

Your email / mailing address:

3. Your Details

Are you the property owner? Yes or No (*you must get owner authorisation on next page*)

Full Name: _____

This application is requested by:

Phone Number: _____

Email address: _____

Please see next page for rest of application form.

