

# PLAN SEARCH REQUEST

Please tick **ONE** the following:

- \$30.00 office copies      **OR**       \$70.00 archive copies (before January 2000)

Note: It is advisable to check with the building section for plan availability prior to requesting this plan search

I would like copies of plans/documents for:

- |   |  |
|---|--|
| <input type="checkbox"/> Dwelling                 | <input type="checkbox"/> Additions/Extension       |
| <input type="checkbox"/> Shed/Carport/Outbuilding | <input type="checkbox"/> Patio/Pergola             |
| <input type="checkbox"/> Pool/Pool Fence          | <input type="checkbox"/> Septic Approval           |
| <input type="checkbox"/> Commercial Building      | <input type="checkbox"/> Building Permit/License/s |
| <input type="checkbox"/> Planning Approval/s      | <input type="checkbox"/> Other .....               |

I would like the documents (Please choose **ONE**):-

- Mailed to: .....or
- Emailed to:.....

**REQUESTED BY**      Name: .....

Contact Phone No.: .....

**PROPERTY DETAILS**      Lot No.: ..... House No.: .....

Street: .....

Town: .....

Approximate Age of Building: .....

**AUTHORISATION** in accordance with s.131(1)(b) *Building Act 2011*

- 1      I/We declare that I/we are the owners of the above mentioned property, and request Council to photocopy the aforementioned plans and information

OWNER NAME/S: .....

OWNER SIGNATURE/S: .....

2.      I/we give permission to the bearer of this declaration to obtain copies of the aforementioned plans and information.

OWNER SIGNATURE: .....

**PLEASE NOTE:** Council officers may have to conduct an extensive search of council records in order to locate plans, therefore application fees are not refundable, including situations where plans cannot be located.

GL: 13463033

RECEIPT No: .....

DATE PAID: .....

