

What information do I need to submit with my application?

- This Form Completed and Signed
- Application Fee
- Evidence of Ownership i.e. Rates Notice or Driver's License
- Written Owner or Company Authorisation (if applicant is not the owner)

APPLICANT DETAILS

Applicant's name:

Applicant's phone number:

Applicants email address:

Disclaimer: Building files **may** be available from approximately 1970 onwards. We advise that every endeavour will be carried out in the search for your requested file; **however, Council cannot guarantee that a building file would be available and the fee for this service is non-refundable.**

Payment is payable for each building file description of the individual works (e.g. Dwelling, Addition, Garage, etc.)

***Information provided by Council is generally in electronic form. Unless otherwise requested by the applicant, Council takes the signed application as consent to that method of provision.**

APPLICANT SIGNATURE

I _____ have read the **Disclaimer** above and I hereby agree to the terms.

Applicant's signature:

FILE REQUEST INFORMATION

Lot no:

Street no:

Street name:

Suburb:

Registered Property Owner/s Name:

Please describe type of plans you want us to search for i.e. Dwelling or Addition or Garage etc.

*Please note: file search is **per building file description**, if you specify more than one description you will need to pay accordingly

Please select documents required below:

<input type="checkbox"/>	Copy of Building Permit	<input type="checkbox"/>	Copy of Builders Insurance/ Plumbers Certificate
<input type="checkbox"/>	Copy of Endorsed Plans	<input type="checkbox"/>	Copy of Soil Report
<input type="checkbox"/>	Copy of Final/ Occupancy Permit	<input type="checkbox"/>	Copy of Specifications