

BUILDING LICENCE SEARCH REQUEST



**Search for plans can only be requested by the Owner,
or the Agent who must produce a written/signed authorisation
from the Owner**

LOT: _____ LOC: _____ HOUSE NUMBER: _____

STREET: _____ TOWN: _____

NAME OF OWNER: _____

POSTAL ADDRESS: _____

PHONE NUMBER: _____

APPROXIMATE AGE OF BUILDING: _____

PLANS REQUIRED - PLEASE TICK APPROPRIATE BOX

- Residence
- Extension
- Commercial
- Industrial
- Pool
- Others _____

I the Owner/Agent of the above property hereby accept that the fee paid is a search fee (**non refundable**) and will not hold Council liable in the event that incorrect information is supplied or the building documents are unable to be located.

Signed: _____
(Please allow seven working days for search to be completed)

A fee of \$80.00 (Residential) and \$140.00 (Commercial) includes GST, is to be paid prior to any search being commenced.

Receipt No: _____ Date: _____

Date Posted/ Phoned: _____

Building Licence Numbers: _____

Parcel Number _____