

## Owner Authorisation to Request Plans Form

Requests will be completed within five (5) business days of receipt of payment for residential properties and within ten (10) business days for commercial properties.

### Plan Request For

Lot No:	<input type="text"/>	Unit:	<input type="text"/>	House/Street No:	<input type="text"/>
Street Name:	<input type="text"/>				
Suburb:	<input type="text"/>				

### Owners Declaration

I, the property owner, accept and consent to the applicant being provided with copies of Building records for the above property.

Owner Name:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

#### Written consent is required:

- If the property is owned by a company, a company letterhead signed by an authorised person giving permission to act on the company's behalf.
- If the property is a deceased estate, authorisation to act on behalf of the deceased estate.

#### Search Details

Please specify the type of building plans required.

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Elevations	<input type="checkbox"/> All plans on file
<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Structural/Engineering	<input type="checkbox"/> Other

**Copy Type (please check the correct box)**

Hard Copy – Further fees apply

Email – Provide Email Address

Email Address

Both – Further Fees Apply

**Fees**

- **Search Fee - \$40.00 (non-refundable)**
- **Copy Fee – per approval (Residential) \$17.80**
- **Copy Fee – per approval (Commercial) \$39.00**

Please note that Council will still charge the search fee if there is no information on file for that property.

Copy fees will be charged for each permit approval.

**Applicant Details**

(if different to owner)

Name:

Address:

Postcode

Phone

Email: