



# Building Search Request

NOTE: COUNCIL WILL ENDEAVOUR TO LOCATE PLANS AS REQUESTED, HOWEVER, YOU ARE ADVISED THAT THE SEARCH FEES ARE NON-REFUNDABLE IF FOR ANY REASON THE PLAN IS UNABLE TO BE LOCATED IN COUNCIL'S RECORDS.

**Please allow 5 working days to complete your request.**

## ADDRESS

Lot No: \_\_\_\_\_ House No: \_\_\_\_\_ Street/Road: \_\_\_\_\_

Suburb/Locality: \_\_\_\_\_

## PLANS REQUIRED

Dwelling       Additions       On site effluent disposal system

Other (Please specify) \_\_\_\_\_

## PROPERTY BACKGROUND

Original Owner/s: \_\_\_\_\_

Approximate Year of Construction/s: \_\_\_\_\_

I, \_\_\_\_\_ declare that I am the current owner of the abovementioned property. I give permission for the plans to be copied and released to (*name and postal details*) : \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Phone No: \_\_\_\_\_

Payment options (tick appropriate box)     Cash     Cheque     Credit Card (details below)

MasterCard     Visa    Card Number: \_\_\_\_\_

Expiry \_\_\_ / \_\_\_

Cardholder Name: \_\_\_\_\_

IF IS YOUR INTENTION TO USE COPIES OF THESE BUILDING PLANS FOR LODGEMENT OF A "NEW" BUILDING LICENCE APPLICATION, ENSURE THAT PREVIOUS STAMP OF APPROVAL/S, DATES APPROVED ETC, IS WHITED-OUT BEFORE LODGEMENT (i.e. **REMOVED FROM APPROVAL**) AND MARK PLANS CLEARLY WITH PROPOSED ADDITIONS BEFORE SUBMITTING NEW APPLICATION. FOR ANY CLARIFICATION OR ADDITIONAL INFORMATION, CONTACT COUNCIL'S CUSTOMER SERVICE OFFICER 97805228.

**Office use only:**

Fee \$ \_\_\_\_\_

Receipt No: \_\_\_\_\_