



APPLICATION FOR COPY OF BUILDING DOCUMENTS

APPLICANT'S DETAILS

Applicant's Name & Address:

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.....

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Phone Number(s)

REQUIRED PROPERTY DETAILS

No: Lot:..... Address:

Suburb:

Registered Owners:

INFORMATION REQUIRED (Please tick relevant box)

Building Plans	<input type="checkbox"/>	Plumbers Certificate	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	Final/Occupancy Certificate	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>	Commercial Building Plans	<input type="checkbox"/>
Soil Report	<input type="checkbox"/>	Computations	<input type="checkbox"/>

NOTE: All documents subject to availability

NOTES:

Search and Copy Fees (GST Inclusive)

50% Discount For Pensioner Concession Card Holders (proof required)

Residential Plans	\$110.00
Commercial Plans	\$215.00 (conditions apply)
Associated Documents (Residential or Commercial) ie, documents other than plans	\$ 60.00

Please Turn Over

APPLICANTS PLEASE NOTE

- Proof of ownership of the property (e.g. rates notice/drivers licence) or written authority from the property owner, is required to be presented at time of application.
- Allow 10-14 working days for the retrieval and copying of plans.
- Every endeavour will be carried out in the search for your requested building file, however, Council only holds records of building plans as a result of permits submitted to Council and in some cases building plans or requested documents may not be available.
- Due to Council amalgamating in 1995, some building files may not be available.
- If property is pre 1965 and is in the Croydon area, it is unlikely that files will be available
- Council makes every attempt to copy and enlarge documents to be clear and readable.
- Details on this form will be used for no other purpose than providing the information requested.

I understand that this is a search and copy fee and if no documentation is available, the fee will not be refundable.

Applicant Signature:

OFFICE USE ONLY

BLDG PERMIT NO	PICKFORDS REF/LODGEMENT NUMBER

Date Received: Receipt No:

Owner Verification Sighted : YES NO

Notes:

Post / Collect : (Phoned:)

Date Sent: Signed:.....

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 CASHIERING CUTOFF

ADDRESS OF PROPERTY:

FOR: *Copies of Building Documents*

RC BUILD AMOUNT: RECEIPT NO.: