

# CITY OF BELMONT

## Building Plan Retrieval Archive Search Request Form

Date of Publication: 17 August 2020

		<b>Application #</b> <i>Office Use Only</i>	BPA
<b>Property Address</b>	Address:		
	Suburb:		
	Lot:		
<b>Owner's Details</b>	Name:		Phone:
	Address:		Mobile:
<b>Applicant Details (if different from owner)</b>	Name:		Phone:
	Address:		Mobile:
<input type="checkbox"/> I have written authorisation from owner to obtain copies of building plans			

### Important Notes:

- Applicant **must attend office to submit this form** with proof of identity.
- Provision of a copy of plans is subject to payment of the relevant fee as determined by Council.
- The quality and/or contents of building plans cannot be guaranteed. If retrieved plans are not suitable, the archive search fee is **not refundable**.
- Retrieved drawings may be subject to copyright. It is recommended you seek legal advice prior to any reproduction in their entirety.

**Signature:**

**Date:**

- Residential Archive Request** (includes A4 & A3 photocopies\*) - **\$84.00**
- Commercial Archive Request** (includes A4 & A3 photocopies where available\*) - **\$84.00**
- A0-A1 Plan Printing** (Black & White) - **\$10.00 per copy**

\*Includes one set of photocopies only. Additional copies will incur extra fees.

### OFFICE USE - Please complete

Written Authorisation *attached*:  Yes  No Drivers licence or Passport number: \_\_\_\_\_

Other: \_\_\_\_\_

Requested from Records: \_\_\_\_\_ envelopes  **Commercial**  **Residential**

Information Officer: \_\_\_\_\_

**Has City database for Owner details been updated to reflect accurate records?**  Yes  No

### CITY OF BELMONT

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