

## Building Plan Retrieval Archive Search Request Form

Office Use Only

Application No: \_\_\_\_\_/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:

**Acknowledgement:**

- Please lodge this form in person with proof of identity (i.e: driver's licence or passport to be sighted).
- If you are not the owner, an authorisation letter is required by the applicant from the owner of the land. Alternatively the section below titled *Landowner/s Authorisation for Retrieval of Plans* can be completed.
- 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:

Owner/Applicant email address:

- ☐ **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.

**LANDOWNER/S AUTHORISATION FOR RETRIEVAL OF PLANS**

I/We \_\_\_\_\_ the owner/s of the above mentioned property hereby authorise the above applicant to order and collect the requested copies of Building Plans.

Owner's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Mobile/Phone Number: \_\_\_\_\_

**OFFICE USE - Please complete**Written Authorisation *attached*: ☐ Yes ☐ NoDrivers licence or Passport number sighted: ☐ Yes ☐ No

Info Officer initials: \_\_\_\_\_

Requested from Records: \_\_\_\_\_ envelopes

☐ **Commercial**☐ **Residential**

Information Officer full name: \_\_\_\_\_

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