Building Plan Retrieval Archive Search Request Form

Date of Publication: 15/07/2026

Office Use Only
Application No: _____/BPA

Property Address	Address:
	Suburb:
	Lot:

Owner – ☐ or Applicant – ☐ Details	Name:	Phone:
	Address:	Mobile:
	Email Address:	

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, please note, the archive search fee is **not refundable**.
- Retrieved drawings may be subject to copyright. It is recommended you seek legal advice prior to exercising any reproduction of them.

Signature: **Date:**

☐ R**esidentia**l **Archive Request** *(includes A4 & A3 photocopies/Scans*)* - **$95.00**
☐ **Commercial Archive Request** (*includes A4 & A3 photocopies/Scans where available*)* - **$95.00**
☐ **A0-A1 Plan Printing** *(Black & White)* - **$11.40 per copy/Scan**
**Includes one set of photocopies/scans 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
Written Authorisation attached: ☐ Yes ☐No
Driver's 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