

Building Plan Retrieval Archive Search Request Form



Date of Publication: 14/07/2025

Office Use Only
Application No: _____/BPA

Property Address	Address:
	Suburb:
	Lot:

Owner – <input type="checkbox"/> or Applicant – <input type="checkbox"/> 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: _____

- ☐ **Residential Archive Request** (includes A4 & A3 photocopies/Scans*) - **\$90.50**
- ☐ **Commercial Archive Request** (includes A4 & A3 photocopies/Scans where available*) - **\$90.50**
- ☐ **A0-A1 Plan Printing** (Black & White) - **\$10.80 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

