

APPLICATION FOR PERMISSION TO OBTAIN COPIES OF APPROVED BUILDING PLANS

NOTE: I hereby certify that the information provide is, to the best of my knowledge and belief, correct. I understand that the furnishing of any incorrect information will result in penalties being applied.
Although council endeavours to maintain copies of approved plans, if for any reason plans of a particular property are not available, the onus is on the registered owner to have the as built structures measured and drawn.

PLOT NR/PORTION, FARM NO:

PROPERTY ADDRESS :

SECTION A

OWNER INITIAL/S AND SURNAME:

CORRESPONDENCE ADDRESS: POSTCODE:

IDENTITY NUMBER:

EMAIL ADDRESS:

TEL. NR (W):

CELL. NR:

SECTION B

NOTE: To be completed by Governmental Department.
A letter from the relevent authority must accompany this application.

APPLICANT INITIAL/S AND SURNAME:

EMAIL ADDRESS:

TEL. NR (W):

CELL. NR:

SECTION C

NOTE: Where the owner is a Company, Close or Trust the relevant sections of the application form are to be completed by an authorised representative thereof and a letter of authority is to be provided. Should the owner be a Body Corporate the relevant sections of this form are to be completed by the Chairperson or Managing agent and a letter of authority to be provided.

SECTION D

INDICATE THE FOLLOWING:

SIZE:	<table border="1"><tr><td>A0</td><td>A1</td><td>A2</td><td>A3</td><td>A4</td></tr></table>	A0	A1	A2	A3	A4	HARD COPY: YES <input type="checkbox"/>	NO <input type="checkbox"/>
A0	A1	A2	A3	A4				
AMOUNT:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						ELECTRONICALLY: YES <input type="checkbox"/>	NO <input type="checkbox"/>

(SIZE AND AMOUNT SHOULD BE COMPLETED WHEN PLANS ARE VIEWED)

SIGNATURE: _____ **DATE:** _____

Registered owner/Authorised agent

APPLICATION REQUIREMENTS

- The application form must be completed in full, and must be signed by the registered owner or authorised agent.
 - Applicant to provide certified ID copy with application if applicable.
 - Receipt to be rendered, as proof of payment, before copies will be released.
- NOTE:** The application will be processed within 2 working days.