

## Application For Copies of Building Permits & Plans

### Details of Property

Address: \_\_\_\_\_  
(unit)\* (street no) (Address) (Suburb) (Postcode)

Details Requested: \_\_\_\_\_

### Details of Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

I am the current owner       I am the agent of the current owner:

To obtain copies of permits/plans when you are not the current owner of the property. Noting that a soft copy will be provided only. If hard copies are requested further fees will apply.

- Agents must provide a letter of authority from the **current** owner of the property.
- Properties owned by Companies must supply proof of directorship (eg ASIC document)
- Body Corporates must provide proof of appointment

### **NON-REFUNDABLE RESEARCH & ADMINISTRATION FEES -** (Availability of plans not guaranteed)

- |   |                  |
|---|------------------|
| <input type="checkbox"/> House Plans Domestic Property (Class 1 & 10 domestic buildings)                              | <b>\$550</b> or  |
| <input type="checkbox"/> Multi Unit Residential (Complex projects may be subject to a quote)                          | <b>\$550</b> or  |
| <input type="checkbox"/> Commercial Property and/or Residential Property (Complex projects may be subject to a quote) | <b>\$825</b> and |
| <input type="checkbox"/> Building/Occupancy Permits, Final Certificates & other documents only                        | <b>\$550</b>     |

NOTE. No extra charge for Building/Occupancy Permits, Final Certificates & other documents if requested with property plans.

**Payment - An invoice will be sent after application has been lodged.**

### **IMPORTANT NOTICE TO APPLICANTS REQUESTING BUILDING PLANS/FILES**

Whilst Conti Group has a comprehensive but not complete archive of building plans. Please note that we cannot guarantee that the requested plans are available. Please allow for up to a **MINIMUM** of ten (10) working days for a response to your application.

\_\_\_\_\_ Signature of applicant      \_\_\_\_\_ Date