

Application for Copy of Documentation

Applicant Details

Name/s or Company

Postal Address

Suburb

State

Postcode

Phone

Email

Mobile

Owner Details

Name

Postal Address

Suburb

State

Postcode

Phone

Email

Mobile

Property Address

Document/s required

Building Permit

Certificate of Occupancy

Certificate of Final Inspection

Certificate of Insurance

Other (please specify)

Other

Should an inspection be required for issue of Certificate of Occupancy or Certificate of Final Inspection, an inspection fee will be charged if Building Permit has expired.

Archive Search Fee

Within six (6) months:

\$150 + GST

Older than six (6) months and or file off premises:

\$275 + GST

Signature

I hereby agree to pay any fees that are incurred in the search of the documents requested.

Applicant Signature

Date

Note: If applicant is not the owner of the property, applicant's details must be supplied where required and applicant must be given consent/authorisation by the owner to view and/or copy any documentation on file.