

Application for Building Information

A1. Search Type

Application is hereby made for:

- Copy of Building Plans (dwellings/duplexes, **all other development quotation required**) ₁
- Building Information and Copies of Related Certificates and Reports ₂
- Search for building plans for viewing at Office ₃

A2. Applicant

Surname/s

Given
Name/s

OR

Company/
Organisation

ABN

Postal
Address

Telephone

Mobile

Facsimile

Email

A2. Owner's Consent

As the owner/s of the subject land, I/we give consent to the lodgement of this application and to an authorised officer of Council to enter the premises for the purposes of inspecting work relevant to this application.

Name/s

ALL owners

Company
(provide name &
title of signatory)

Signature/s
ALL owners

NOTE!

Owner(s) authorisation is required when the applicant is not the registered owner of the land. If applying for plans of a property of which you are not the owner, written authorisation from the owner will be required before a search is made for the plans.

If the owner has purchased the land in the last six (6) months, proof of ownership may be required. For example a copy of the title of the land, or a copy of the contract of the sale/settlement dates.

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A4. Building Description

Description of Building

Name of owner at time of construction

Year of Construction

A5. Land Description

Lot Number

Section

DP/NPP/SP

Unit/Street No

Street

Suburb/Town

A6. Information and copies of certificates/reports required

Please list what Information and/or copy of certificates/reports required

(conveyancing excluded)

Owner(s) consent required for copies of document applicable to copyright.

Request that information be posted ⁴

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A7. Payment of Application

Once your application(s) has been lodged, you will receive a Tax Invoice(s) via email. Please indicate how you wish to pay.

- By Post Please post your cheque, made payable to Tweed Shire Council.
- By Telephone Via Council's dedicated credit card payment telephone line.
- In Person Cash, cheque, EFTPOS and credit cards (Visa and MasterCard) are accepted at either of the Customer Service offices between 8.30am and 4.00pm (AEST) Monday to Friday.

NOTE! A surcharge applies to payment via credit card.

A8. Applicants Declaration

I declare that all the information in this application is true and correct.

I understand that if the information is incomplete the application may be delayed or rejected.

Applicants Name

Date

**For a full list of fees applicable see Council's Fees and Charges at
www.tweed.nsw.gov.au**

NOTES:

- 1 The fees cover the search and reproduction of the plans. If the plans cannot be located or reproduced, the fee for the reproduction of the plans will be refunded
- 2 This service is intended to provide specific information concerning the construction of a single building & associated structures identified by the applicant and does not provide copies of building plans
- 3 The fees cover the search for the plans; if the plans cannot be located the fee will NOT be refunded.
- 4 All information/plans will be sent via email unless postage request box is ticked.