

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	<input type="text"/>	Given Name/s	<input type="text"/>
OR			
Company/ Organisation	<input type="text"/>	ABN	<input type="text"/>
Postal Address	<input type="text"/>		
Contact No.	<input type="text"/>	Email	<input type="text"/>

A3. 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	<input type="text"/>
Company (provide name & title of signatory)	<input type="text"/>
Signature/s ALL owners	<input type="text"/>

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.

- NOTE!** Where the owner is an Owners Corporation, the Corporation must be either:
- a) Sign and Stamp the application;
 - b) Provide letter of authority on the Corporations letterhead or with the Corporate Seal.

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	<input type="text"/>
Name of owner at time of construction	<input type="text"/>
Year of Construction	<input type="text"/>

A5. Land Description

Lot Number	<input type="text"/>	Section	<input type="text"/>	DP/NPP/SP	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Unit/Street No	<input type="text"/>	Street	<input type="text"/>		
Suburb/Town	<input type="text"/>				

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

- ePayment Use Council's online portal to pay your rates, water and sundry debtor notices and application invoices:
<https://eproperty.tweed.nsw.gov.au/>
- In Person Visit us at Brett Street, Tweed Heads or Tumbulgum Road Murwillumbah during office hours. Council accepts payments by cash, cheque, money order, EFTPOS, Visa and Mastercard.
- By Mail Please make cheques payable to Tweed Shire Council, crossed 'not negotiable' and mail to Tweed Shire Council, PO Box 816, Murwillumbah NSW 2484. Do not send cash through the mail.

NOTE! A surcharge applies to payment via credit card.

A8. Privacy and Personal Information Protection Notice

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

Some information requested by Council for this application constitutes personal information under the *Privacy and Personal Information Protection Act 1998* (NSW).

Purpose of Collection: For Council to carry out lodgement of the application.

Intended Recipients: Council staff, Government agencies

Supply: Voluntary, Council may not be able to accept your application if information is not provided.

Right of Access / Correction: Contact Council (02) 6670 2400 or email tsc@tweed.nsw.gov.au

Storage Details: Tweed Shire Council, 10-14 Tumbulgum Road, Murwillumbah NSW 2484

Applicants Name

Date

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.
5. Please allow up to **10 working days** for application to be processed.