

APPLICANT DETAILS

Name

Postal Address

Mobile

Home/ Work

Email

PROPERTY DETAILS

Name

Postal Address

REASON FOR LOCATION

Pump out Alteration to dwelling Damaged System

Other (Please Specify)

If found, how would you like to receive the plans? Emailed Posted Picked Up

We have many old plans going back to around 1964. Some of these old plans are very difficult to find due to manual record keeping (which were kept in order of who the owners and when the building was constructed) In order to minimise delays and increase chances of finding documents, any additional information about the history of the property would be helpful. In particular:

Approximate age of building

Do you know the who the owner was at construction?

Please allow 5 working days



OFFICE USE ONLY

Fee: **\$64.00** Code: **276**

Date: _____ Receipt Number: _____ Cashier: _____



General Information

Fees are payable prior to search and is not refundable. It is possible no plans/documents are able to be located. The search comprises an electronic search of all systems, current and archive searches of hardcopy files, and search of old registers if applicable. Please allow 5 working days for the search to be completed.

Confirmation of Ownership

Under the *Privacy And Data Protection Act 2014*, Council can only supply information to the rated owner of a property, unless written consent is provided by the current owner of the property.

Signature of Applicant

Full Name: _____

Signature: _____

Date: _____

Search Process

A completed form is required to be filled out before any information can be retrieved from the applicable property file. Please read over the form carefully and ensure all relevant information is provided to assist staff with the process of finding the required plans, documents etc. Any other helpful information provided, i.e. builder's name, approximate age, previous property owners etc, may help to expedite the retrieval process.

Applicants will be contacted if further information is required. If the information applied for is found it will be emailed (subject to an email address being supplied) or hard copies can be supplied of requested file information.

Please indicate on the form which method you prefer to receive the retrieved information.

OFFICE USE ONLY

PF No:		Assessment No:	
Previous Owners?			

LIST OF FILES LOCATED

Treatment Plant Navigator
Authority
Fujitsu
Content Manager
Old Register
Current/ Archive (Not in Systems)

Notes:

Documents Found: YES / NO	Officer:
Date:	OUT Reference: OUT-

