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**FILE RETRIEVAL REQUEST**

**Building Department**

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| --- | --- |
| **Property Address:** |  |
|  |
| **Property Assessment Number:** |  |
| Approximate age of building: |  |
| Builder name *(if known)*: |  |
| Previous owner *(if known)*: |  |

**Applicant Details:**

|  |  |
| --- | --- |
| **Owner/Applicant:** |  |
| **Contact Phone:** |  |
| **Email Address:** |  |
| **Signature:** |  |

**Owner is applicant:** Yes ⬜ No ⬜

*(if NO, include a copy of consent from the current owner)*

**Proof of identity provided (ie. Driver’s licence):** Yes ⬜ No ⬜

*(Must accompany this application)*

**Information Required:**

Plans of building – floor and elevations ⬜ Specifications / Comps ⬜

Building permit ⬜ Soil Report ⬜

Certificate of Occupancy / Final Inspection ⬜ Energy Rating Report ⬜

Site plan ⬜

Other:

**FEES**

**File retrieval:** $46

**Convert to electronic copy:** up to A3 1-50 pages 20c per page

 up to A3 51-100 pages 20c per page

 A3+ $2 per page

**Photocopying/printing per page:** A4 $0.80 A3 $1.60 A2 $3.00 A1 $5.00

**PRIVACY INFORMATION**

Under the provisions of the Building Act 1993, Building Regulations 2018 and the Information Privacy Act, the Council is not permitted to release information on a property unless the request is made in person by the current owner of the property or the current owner provides written authorisation to the Council allowing another person to either view or receive copies of the documents contained in the property file.

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