



FILE RETRIEVAL REQUEST Building Department

Property Address:	
Property Assessment Number:	
Approximate age of building:	
Builder name <i>(if known)</i> :	
Previous owner <i>(if known)</i> :	

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 | <input type="checkbox"/> | Specifications / Comps | <input type="checkbox"/> |
| Building permit | <input type="checkbox"/> | Soil Report | <input type="checkbox"/> |
| Certificate of Occupancy / Final Inspection | <input type="checkbox"/> | Energy Rating Report | <input type="checkbox"/> |
| Site plan | <input type="checkbox"/> | | |

Other: _____

FEES

File retrieval:	\$47.90			
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.