

Date:

REQUEST FOR COPY OF DOCUMENTS

Dear Sir/Madam

I, being the *owner/agent of owner* of the property situated at
(address) request a copy of relevant
plans. Please telephone me when plans are available for collection - or post to the following address

Telephone during business hours or Mobile No.

I undertake to pay the applicable fee of \$..... **PCB** - (1.60.610.5200.000.3510).

Signed:

FEES (GST INCLUSIVE)

For copies of house/unit plans etc. (Class 1 or 10) \$85.85 cost for building permit plans less than five years of age.
\$103.00 cost for building permit plans five years or older.
\$27.30 cost for each additional building permit at that address.

For copies of commercial/industrial plans (Class 2 –9)*

Minor –small office, work shop, shop, restaurant,
apartments, etc. \$151.50 retrieval fee (max. four permits) plus \$18.20 per sheet for
A0 ~ A2 plans, and \$1.15 per sheet for A4 and A3.

Major – supermarket, factory, shopping centre,
office building, hotel, public building, etc. \$252.50 retrieval fee (max. four permits) plus \$18.20 per sheet for
A0 ~ A2 plans, and \$1.15 per sheet for A4 and A3.

**For copies of a Building Permit, Certificate of
Final Inspection or Occupancy Permit** \$43.45 (fee applicable under Regulation 326).

**NOTE: ADDITIONAL FEES TO APPLY IF MORE THAN FOUR PERMITS*

PLEASE NOTE

- Plans are available on the request of an owner or mortgagee of the building or land, or their agent (*written authorisation required*): Plans will not be released unless owners' consent is provided.
- Allow seven working days for the retrieval and copying of plans. Every effort will be made to obtain your file however delays can occur – most plans are kept in commercial storage off site. Where plans are requested and are found to have been mislaid or unavailable, a refund may be in order.
- To discuss any aspect of the above letter of request please call Peter Lee from the Building Department on 9518 3474.

Confirmation of Collection or Postage of Documents

Signature:

Date: