



NAMBUCCA SHIRE COUNCIL
Development & Environment Section

Request for
BUILDING RECORDS SEARCH

Applicant

Name: _____

Address: _____

_____ Post Code: _____

Contact ☎ Numbers: _____ Fax No: _____

Property Description

Lot or Portion No _____ Section _____ Deposited Plan Number _____

House/Unit No _____ Street _____

Town/Village _____

Other Details if known

BA Number: _____ DA Number: _____

Builder's Name: _____ What year was the
BA/DA lodged/built? _____

Consent of Owner/s

(applicable where the applicant is not the owner and floor plans are being requested)

Name (Please Print)

Signature

Note: All property owners ***must*** sign this application. In the case of a company owning the subject land, all directors must sign the application and the company seal must also be attached.

Please turn over

Your Request (please ✓ appropriate box)

☐

Copy of building plans

☐

Copy of consent

☐

Copy of certificates
(specify)

☐

Other

Please note: *The following charges apply for professional charges where confirmation of information is required: **\$88** min (for first hour)/\$82 per half hour thereafter.*

Please note: *The following charges apply for retrieval of an offsite archived file - **\$16/file**.*

Please note: *The following extra charges will apply for copying of plans/consents:*

- Photocopies — A4 \$ 1.00
- Photocopies — A3 \$ 1.00
- Plan Printer per A2 copy \$13.00
- Plan Printer per A1 copy \$16.50
- Plan Printer per A0 copy \$20.00

Any further comments/requests for information:

Office Use Only:

FORM UPDATED 27 JUNE 2019 TRIM: 13874/2007

Amount Paid: \$ (Account No: 2011.130.220)	Date Paid: ____/____/____	Receipt No:
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