



APPLICATION FOR ARCHIVED BUILDING PLANS

Applicant / Owner details:

Owner: Contact person:
 Address: Phone No:

 Email address:

OR

Applicant: Contact person:
 Address: Phone No:

 Email address:

NOTE: APPLICANTS MUST BE AUTHORISED IN WRITING BY AN OWNER BEFORE AN APPLICATION CAN BE ACCEPTED (See Page 2)

Request Details:

Property Address: Certificate of title No:

I would like to: **View Plans Only:** **Purchase Copies of Available Records:**

Other details:

Request is for (x): **All Plans on Property:** **A Particular Building:** **Floor Plans Only:**
 Other:

Documents Provided:

The following documents are completed and provided with this application -

<i>Document or certificate description:</i>	<i>Provided? (office use only)</i>
• Indemnity (See Page 2)	
• Completed Letter of Authority from Property Owner (See Page 2)	

Owner / Applicant: *Name: [print]* *Signed* *Date*

Building Plan Request – Schedule of Fees & Charges:

- An invoice will be provided upon successful retrieval and collation of any available records
- Payment is required before collection of documents/plans
- Fees payable for building plans requests are charged as per [council's fees and charges schedule](#)



OWNERS AUTHORISATION

Owners Authorisation (If required):

Owner: Contact person:
Address: Phone No:

Email address:

I, (as per details above) being the registered owner of the property located at:

_____, do hereby grant authorisation for
Glenorchy City Council to allow the following individual:

_____ (*Insert applicant's name*) to view and/or purchase
copies of any recorded building plans associated with my property.

Owner:
(Name) (Signed) (Date)

INDEMNITY

To be completed by Owner/Applicant:

I/ We have requested the Glenorchy City Council ("the Council") to provide me/us photocopies of the plans ("the plans") associated with the nominated property address ("the property").

I/We acknowledge that the plans may be subject to copyright protection.

I/We hereby acknowledge the receipt of the plans.

I/We jointly and severally will at all times in the future keep the council indemnified against all proceedings, actions, claims and demands, expenses and costs in respect of or arising from the provision by the council of the plans to me/us.

SIGNED AS A DEED

Dated the _____ day of _____, 20 _____

Signed By: _____

In the presence of: _____

By signing I authorise Glenorchy City Council to update my details listed within this form.

PRIVACY NOTICE:

Council collects personal information to carry out its operations as a Tasmanian Local Government. This personal information may be used for other purposes permitted by law. The information may be shared with contractors and agents of the Council for this purpose, law enforcement agencies, courts and other organisations.

You do not have to provide your personal information but if full information is not provided the Council may be unable to action your application or request.

You can find out more about how the Council manages personal information and how you can request access or corrections to it in the Council's Privacy Policy available on the Council website or on request.