

Building Plans Request Form

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

**** THIS SECTION MUST BE COMPLETED BY THE APPLICANT**

Applicants Name:

Postal Address:

Telephone:

E-Mail:

Your Reference:

Settlement Date:

Date:

Signature:

I hereby certify that the above details are correct for that property that I am seeking a Search/Certificate for.

Property Address:

RPD (Lot and RP/SP):

Owners Name:

Owners Signature:

PLANS REQUIRED:

Copy of Building Approved Plans

Domestic – per lot Commercial – per approval

\$186.00

(Subject to owners authorisation)

Note: all above requests may incur photocopying and mailing charges

NOTE: Please allow a minimum of 5 working days for Search to be completed.

Payment Method: (Tick your preferred payment method)					
Credit Card	Card No:	Expiry Date: /			
	Cardholders Name:				
Cheque	Print this completed for and forward to Council with your cheque attached.				
Other					
Office Use Only:					
Receipt No:		Amount:		Box:	
Date Payment Rec'd:		Initial:		Reg No:	
File	Comments:				
Details of Person Paying:					