Building & Plumbing Records Request Form

To obtain copies of records you must:

- Be the property owner or;
- If you are not the owner of the property, you must have written authorisation from the property owner.

There is a fee for obtaining copies of records. The applicable fee will be calculated once we have examined our records for relevant plans and documents.

Owner or Applicant Details:

Name of Owner or Applicant:

Address:

Postcode:

Contact Number:

Email:

Subject Property Details:

Address:

Postcode:

Records Required *(please tick)*:

☐ Building Plans

☐ Drainage Plan

Note that the below is only available for Building Permits issued after 01-11-1994 and Plumbing Permits issued after 01-01-1994:

☐ Certificate of Completion – Building
☐ Building Permits
☐ Occupancy Permit

☐ Certificate of Completion - Plumbing
☐ Plumbing Permits
☐ Other *(provide details)*:

Records will be sent via email to the email address provided above. If you wish to collect records in person, an additional printing fee will be charged. Please tick this box if you wish to collect a printed version: ☐

Declaration:

I declare *(please tick):*

☐ I am the owner of the above subject property.

☐ I am an applicant and have included written authorisation from the owner of the subject property to release records.

Name *(please print):*

Signature: Date:

Phone (03) 6211 8200
Address Civic Centre, 15 Channel Hwy Kingston TAS 7050
Email kc@kingborough.tas.gov.au **| Web** www.kingborough.tas.gov.au