

SECTION ONE

APPLICANT/OWNER DETAILS

<input type="checkbox"/> Owner OR <input type="checkbox"/> Applicant*	
Contact Person:	
Address:	
Contact Phone Number:	
Contact Email:	

* Applicants must be authorised in writing by an owner before an application can be accepted (See Section 2)

REQUEST DETAILS

Property Address:	
Certificate of Title No.	
I would like to:	<input type="checkbox"/> View Plans Only <input type="checkbox"/> Purchase copies of Available Records
Request is for:	<input type="checkbox"/> All Plans of Property <input type="checkbox"/> A Particular Building <input type="checkbox"/> Floor Plans Only

DOCUMENTS PROVIDED

The following documents are completed and provided with this application:

Document or Certificate Description	Provided? <i>(Office Use Only)</i>
Indemnity (See Section 2)	<input type="checkbox"/>
Completed Letter of Authority from Property Owner (See Section 2)	<input type="checkbox"/>

SIGNATURE

Owner/Applicant Name:			
Signed:		Date:	

BUILDING PLAN REQUEST – Schedule of Fees and Charges:

An invoice will be provided upon successful retrieval and collation of any available records
Payment may be required before collection/viewing of documents/plans
Fees payable for building plan requests are charged per Council's fees and charges schedule

SECTION TWO

OWNERS AUTHORISATION (If required)

Owner/s:	
Contact person:	
Address:	
Contact Phone Number:	
Contact Email:	

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

<i>(insert property address)</i>

, do hereby grant authorisation for Dorset Council to allow the following individual:

<i>(insert Applicant's name)</i>

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 Dorset 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 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 of the council of the plans to me/us.

SIGNED AS A DEED

Dated the _____ day of _____, 20__

Signed by: _____

In the presence of: _____

By signed I authorise Dorset 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.