

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*):

- | | |
|--|---|
| <input type="checkbox"/> Building Plans | <input type="checkbox"/> Certificate of Completion - Building |
| <input type="checkbox"/> Drainage Plan | <input type="checkbox"/> Certificate of Completion - Plumbing |
| <input type="checkbox"/> Building & Plumbing Permits | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Occupancy Permit | |

Your records will be sent via email to the email address provided above. If you wish to collect your 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: _____

Please email the completed form to kc@kingborough.tas.gov.au or post or deliver to:
Kingborough Council Civic Centre | Building and Plumbing Services | 15 Channel Hwy | Kingston TAS 7050
If you have any questions, please contact us on ph (03) 6211 8200.