DEVONPORT CITY COUNCIL
ABN: 47 611 446 016
PO Box 604 Devonport TAS 7310 – 137 Rooke Street, Devonport
Telephone 03 6424 0511
Email council@devonport.tas.gov.au Web www.devonport.tas.gov.au

REQUEST FOR A SEARCH OF BUILDING/PLUMBING RECORD INFORMATION

To: Devonport City Council *Permit Authority*
PO Box 604 *Address*
Devonport Tas 7310 *Suburb/postcode*

Applicant / Owner details:

Owner/Applicant:
Address: Phone No:
Mobile No:
Email Address:

Property Details

Address:
PID No:

SELECTED DOCUMENTS – Fee $45 & $2(A4) & $4(A3) per print

- Site / Architectural Plans (Floor plans and elevations)
- Engineering Plans (Structural drawings for footings, slab and frame bracing)
- Plumbing Plan (As constructed, sewer & stormwater details
- Occupancy and Completion Certificates

METHODS OF PAYMENT

1. Payment by Mail
   Cheques should be made payable to: Devonport City Council and posted to the above address
2. Payment in Person
   Present this statement, with your payment, to the cashier at the Council offices during normal office hours. (8.45am to 5.00pm, Monday to Friday). Payment can be made in cash or by cheque, credit card or debit card.
3. Payment by phone Visa / MasterCard
   Contact our office, during office hours, on (03) 6424 0511
4. Direct Deposit – Please include the property address as reference
   Bank CBA – BSB: 067 402 Acc No: 00000013

DECLARATION

Please Note: To obtain copies of documents you must be the owner or have the owner's consent in writing. This consent must be submitted with this request.

The required fee must accompany this form. The fee is a ``search'' fee and is non-refundable if no records can be found.

☐ I am the owner of the above property

☐ I am the applicant with written consent from the owner (attached)

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

PAYMENT DETAILS: GL: 10 2400 1001 40017 (112)

Receipt No: Date Issued:

This form can be emailed to council@devonport.tas.gov.au