

Building plan request form for Building Plans held by the City of Launceston

Is the property in the old Lilydale Council area and built before May 1984?

As these files were transferred to the Tasmanian Archive & Heritage Office in Hobart, you will need to contact them for the plans by calling LINC Launceston on 03 6777 2446 and quote 'Series LCC-26'; or go to their website to search for and order the plans www.linc.tas.gov.au/tasmaniasheritage Please note that not all the series files were complete and therefore Archives may not be able to supply a copy of the plan.

Please print

Title Given Name/s

Surname Date of Birth | |

Address where you live (if different from building plan address)

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

PO Box Suburb State Postcode

Phone H B M

Email

I, _____ being the owner or agent of the owner (if agent, **written owner's consent to be attached**) hereby request a copy of building plans (if available) for the following property. **Address of Building Plans Requested**

Unit/Street No Street Suburb

Additional information on property required? (e.g. approximate age)

Date you would like to pick up the plans by	/ /
Proof of ownership shown (if you are not the current owner we need written consent from the current owner/s)	<input type="checkbox"/> YES (Attached) <input type="checkbox"/> Not Applicable
<input type="checkbox"/> Send plans out (only interstate enquiries) - please detail postal address here if not shown above	

I acknowledge that a non-refundable search fee is payable at the time of application of \$120.00 per hour for commercial buildings and \$60.00 for domestic buildings. I also acknowledge that an additional fee of \$6.00 per copy of prints larger than A3 size will apply.

Your Signature

Date requested / /

Personal Information Protection Statement
As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

File No.					
EO	✓	OD		Box	✓
Doc. No.					
Action Officer			Date Received		
Nick Wylie					