

Request for building or drainage plans form

Date: _____

Plan property address: _____

Property owner name/s: _____

Requested by: _____

If not the property owner, written authority from the owner must be sent in with this form.

Contact number: _____

Email address: _____

Plan/s required (tick all that apply): Building plans ☐ Drainage plans ☐

Note: TasWater is the authority to contact for sewerage plans.

How would you like to receive the plans (tick one option)? ☐ Email ☐ Collect at Council

Your request may take up to 5 working days. For plans to be collected at Council, a customer service officer will contact you when the plans are available.

Charges apply only for commercial building plans at \$12 per page. An additional \$100 hourly rate or part thereof (after 1st hour free) also applies to cover the preparation of the plans.

Privacy Statement

The personal information on this form is required by Council for property records. We will only use your personal information for this and directly related purposes, or as required by law. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our **Privacy Policy**, which is available at www.ccc.tas.gov.au or at Council offices.

Please note: This plan has been drawn from records available to Council. No guarantee is given as to its accuracy and the Council accepts no liability for any loss or damage which may arise by reason of any error or misdescription in this plan.

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Office use only

Request for plans received via (tick one): Phone ☐ Email ☐ Counter ☐

☐ Owner or agent consent form attached (if required)

☐ Charges paid (commercial properties only). Date: _____

☐ Owner or agent contacted to collect plans. Date: _____

☐ Owner or agent emailed plans. Date: _____

☐ Recipient signature if collected at Council: _____

Please return to Clarence City Council via email clarence@ccc.tas.gov.au or via post at PO Box 96, Rosny Park Tas 7018.