



# Application form: Building permit plan search



## Owner declaration

**As per section 131 of the Building Act 2011, copies of building records can be provided in accordance with:**

- An interested person means an owner of the building or incidental structure to which the building record relates; or a person who has the written consent of an owner to receive a copy of a building record relating to the owner.
- A permit authority may, on application by an interested person, and on payment of the prescribed fee, provide the interested person a copy of a building record.

**Written consent is required in the following circumstances:**

- If the property is owned by a company, a company letterhead signed by an authorised person must be provided.
- If the property is in relation to a deceased estate, documentation supporting a person's authority to act on behalf of the deceased estate must be provided.

**I, the property owner, accept and consent to the below:**

- The fee required to complete a request for a building records search is non-refundable.
- Building records will be provided to the nominated applicant.
- The quality and availability of building records cannot be guaranteed.
- Building records may not be to scale or depict all existing structures, and therefore, may not be suitable for resubmission.
- The search timeframe may be extended in exceptional circumstances.
- A property inspection to determine the existence of unauthorised structures is not included in the fee.

**The Shire of Capel does not have a complete historic record of all structures within its District.**

**Plans may not be available in some circumstances.**

Owner name	Signature	Date