

# 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](http://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.

Title  Given Name/s

Surname  Date of Birth  |  |

## Address

Unit/Street No  Street

Suburb  State  Postcode

Phone H  B  M

Email

## Address of Requested Building Plans

Unit/Street No  Street

Suburb

## Are you the owner of the property?

- YES  
 NO - Please provide written consent from the current property owner.

## Have you recently purchased the property?

- YES - If yes, please provide a copy of the property settlement document.  
 NO

How would you like to receive the plans  Email  Hardcopy

I acknowledge that a non-refundable search fee is payable at the time of application of \$140.00 per hour for commercial buildings and \$70.00 for domestic buildings. I also acknowledge that an additional fee of \$24.00 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.

<b>File No.</b>					
<b>EO</b>	✓	<b>OD</b>		<b>Box</b>	✓
<b>Doc. No.</b>					
<b>Action Officer</b>			<b>Date Received</b>		
Michelle Crowden					