

Mail: PO Box 156, Longford 7301
Phone: (03) 6397 7303
Fax: (03) 6397 7331



Location: 13 Smith Street, Longford
Email: building@nmc.tas.gov.au

REQUEST FOR COPY OF BUILDING RECORD INFORMATION

APPLICANT DETAILS:

Owner/Applicant:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	
Phone No:	<input type="text"/>	Mobile No:	<input type="text"/>
Email Address:	<input type="text"/>	Fax No:	<input type="text"/>

SUBJECT PROPERTY DETAILS:

Address:	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	
Property Number:	<input type="text"/>	PID No:	<input type="text"/>

SELECTED DOCUMENTS: indicate by ✓ box

<input type="checkbox"/> Architectural Plans (Floor plans and Elevations)	<input type="checkbox"/> Soil Report
<input type="checkbox"/> Engineering Plans (Structural drawings for footings, slab and frame bracing)	<input type="checkbox"/> Engineer's Structural Certificate
<input type="checkbox"/> Specifications (Written specification of the building work)	<input type="checkbox"/> Housing Indemnity Insurance Cert
<input type="checkbox"/> Plumbing Plan (“As Constructed” sewer and stormwater drainage details)	<input type="checkbox"/> Other
<input type="checkbox"/> Permits, Occupancy and Completion Certificates etc.	

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.

<input type="checkbox"/>	I am the owner of the above property
<input type="checkbox"/>	I am the applicant with written consent from the owner (attached)

	<i>Name (Print)</i>	<i>Signed</i>	<i>Date</i>
Applicant/Owner:	<input type="text"/>	<input type="text"/>	<input type="text"/>

PAYMENT DETAILS:

Please contact the Council's Building Department on (03) 6397 7303 or email building@nmc.tas.gov.au for relevant fees.

Receipt No:	<input type="text"/>	Date Issued:	<input type="text"/>
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PRIVACY STATEMENT

The Northern Midlands Council abides by the *Personal Information Protection Act 2004* and views the protection of your privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs.

Collection of Personal Information: The personal information being collected from you for the purposes of the *Personal Information Protection Act, 2004* and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your building application.

Disclosure of Personal Information: Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information. External organisations to whom this personal information will be disclosed as required under the *Building Act 2000*. This information will not be disclosed to any other external agencies unless required or authorised by law.

Correction of Personal Information: If you wish to alter any personal information you have supplied to Council please telephone the Northern Midlands Council on (03)6397 7303. Please contact the Council's Privacy Officer on (03)6397 7303 if you have any other enquires concerning Council's privacy procedures.