



BUILDING CONTROL

APPLICATION FOR PERMISSION TO OBTAIN COPIES OF APPROVED BUILDING PLANS

I/We hereby certify that the information provided is, to the best of my knowledge correct. NOTE: Although council endeavours to maintain copies of approved plans, if for any reason plans of a particular property are not available, the onus is on the registered owner to have the as built structures measured and drawn.

SECTION A: LOCALITY OF PROPERTY

ERF/FARM NO:

STREET NAME & NO.:ZONING.....

TOWN: SUBURB: DEVELOPMENT

SECTION B: REGISTERED OWNER

FULL NAMES: SURNAME:

IDENTITY NO. : ADDRESS

..... POSTAL CODE:

EMAIL ADDRESS: CONTACT NO:

SECTION C: APPLICANT

NOTE: To be completed by Governmental Department. A letter from the relevant authority must accompany this application.

FULL NAMES: SURNAME:

IDENTITY NO. : ADDRESS

..... POSTAL CODE:

EMAIL ADDRESS: CONTACT NO:

SECTION D: AUTHORISED PERSON

FULL NAMES: SURNAME:

IDENTITY NO. : ADDRESS

..... POSTAL CODE:

EMAIL ADDRESS: CONTACT NO:

NOTE: Where the owner is a Company, Close or Trust the relevant sections of the application form are to be completed by an authorised representative thereof and a letter of authority is to be provided. Should the owner be a Body Corporate the relevant sections of this form are to be completed by the Chairperson or Managing agent and a letter of authority to be provided.

REGISTERED OWNERS SIGNATURE: DATE:Y.....Y.....Y.....Y.....M.....M.....D.....D.....

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION		
1.	Copies of the owner's identity document	☐
2.	Municipal rates account	☐
3.	A letter of Consent	☐
3.	Copy of the authorised person identity document	☐

(COPIES AMOUNT SHOULD BE COMPLETED WHEN PLANS ARE VIEWED)

ONLY **A3,A4** HARD COPIES

AMOUNT:

ELECTRONIC COPY: Y N

HARD COPY: Y N

For queries you may contact the Building Control Office at Tel: (044) 302 6325 or (044) 302 6533