



## Archival Document Search

Authorisation form for owners or authorised agents (as listed on Permit)  
Section 248 – Building Act 1993

I \_\_\_\_\_  
(Owner/s Name)

Of \_\_\_\_\_  
(Owner/s Postal Address)

**Declare that as the owner of the property known as**

\_\_\_\_\_  
(Full address of the subject property)

\_\_\_\_\_  
(Description of building works)  
**And I authorise**

\_\_\_\_\_  
(Full name of agent)  
**Of**

\_\_\_\_\_  
(Postal address of agent)

**To make representations and act on my behalf for the purpose of making any application, appeal or referral under the Building Act with regards to the above mentioned building or land.**

This agent authorisation is made pursuant to Section 248 of the Building Act 1993.

**Owner/s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Requests will be addressed **within 48 hours**. You will be contacted once your documents are ready for collection. They will be handed over once payment has been taken and client has provided proof of ownership with the following documents:

Title

Rates Notice

Please select from page 2 of this document the paperwork you require.



**NOTE: It is an offence to act as an owner**

**Only the original owner /mortgagee/Builder/Client/Authorised Agent (as listed on the permit) can apply for documents as the Building Permit is between the applicant & Widdison Building Permits.**

Please circle the relevant permit or papers you require.

<b>Building Permit</b>	- Residential_____	YES/NO \$180.00
	- Commercial/Industrial_____	YES/NO \$180.00

<b>Certificate of final</b>	- Residential_____	YES/NO \$180.00
	- Commercial/Industrial_____	YES/NO \$180.00

<b>Occupancy Permit</b>	- Residential_____	YES/NO \$180.00
	- Commercial/Industrial_____	YES/NO \$180.00

<b>Site Plan</b>	- Residential_____	YES/NO \$180.00
	- Commercial/Industrial_____	YES/NO \$180.00

<b>Other (Soil Report / Engineering / Warranty Insurance Energy Report)</b>	- Residential_____	YES/NO \$180.00
	- Commercial/Industrial_____	YES/NO \$180.00

<b>Photocopying</b>	- A4 will be charged at \$2.00 Per Page
	-A3 Will be charged at \$3.10 Per Page

**Copies will only be released if we are satisfied that you have proved ownership (as listed on the Permit) and all involved fees have been finalised.**