

Owner Authority Form

Use this form if you would like to request building or drainage plans for a property which you do not own. Please attach photo identification of property owner.

Date:

Property Owner details

Property Owner name:

Plan property address:

Email:

Phone:

Note: Please attach a copy of photo identification of property owner.

Applicant details

Applicant name:

Contact number:

Email:

Notes

- Please allow for up to 5 working days for your request to be processed.
- If you are collecting plans, we will notify **the applicant** when available for collection.
- This plan has been drawn from available records. No guarantee is given as to its accuracy and City of Clarence accept no liability for any loss or damage which may arise by reason of any error or misdescription in this plan.

Property owner's

Signature:

Date

Please return to Clarence City Council via email clarence@ccc.tas.gov.au or via post at PO Box 96, Rosny Park Tas 7018.



Privacy Statement

The personal information on this form is required by Council for property records. We will only use your personal information for this and directly related purposes, or as required by law. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at www.ccc.tas.gov.au or at Council offices.

Office use only

Request for plans received via (tick one):

Phone ☐ Email ☐ Counter ☐

☐ Owner or agent consent form attached (if required)

☐ Charges paid (commercial properties only). Date: _____

☐ Owner or agent contacted to collect plans. Date: _____

☐ Owner or agent emailed plans. Date: _____

☐ Recipient signature if collected at Council: _____

