

Archive Retrieval Request

To: **ASA Building Consultants**

I/we hereby request documents for the following Building Permit.

Project Address: _____ **Post Code:** _____

Building Permit No: _____ **Issued:** _____

Who is completing this application?

- Agent of Owner (individual / organisation acting on behalf of the owner)
- Owner (The individual / organisation that owns the property the building permit applies to)

Owner / Agent: _____

Postal Address: _____ **Post Code:** _____

Contact Person: _____ **Phone No:** _____

Signature of Owner or Agent: _____

Print Name: _____ **Date:** _____

Please tick the appropriate box for information required:

- Building Permit Application Form
- Building Permit
- Building Permit drawings
- Any Alternative Solution used to determine compliance with the Performance Requirements of the BCA
- Any determinations by the Building Appeals Board
- Any determinations by a Prescribed Reporting Authorities, ie: MFB, Council, Water Authority etc.
- Combined Allotment Statement
- Subdivision Statement
- Town Planning Permit and endorsed drawings
- 5 Star Energy Report
- Engineer's drawings, computations and certification
- Soil Report
- Certificate of Title, Sub-division and covenants
- Builders Domestic Warranty Insurance
- Owner-builder Certificate of Consent from the BPB
- Council Property Information and Legal Point of discharge
- Occupancy Permit or Certificate of Final Inspection

Please Note: The minimum fee for this request is \$300.00 plus GST.

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PAYMENT OPTIONS

Option 1 Cash

Option 2 Cheque

Payable to ASA Building Consultants Pty Ltd
Quote **Project Address** on the back of the Cheque

Option 3 EFT Direct Deposit

Banking Institution: ANZ
BSB Number: 013 259
Account Number: 109 216 382

Option 4 Credit Card (Mastercard & VISA)

Contact and speak to our Accounts officer on (03) 9571 3088.

OR

Complete and either Post, Fax to 03 9571 3588 or Email to:

accounts@asabc.com.au

Card Number _____

Expiry Date _____

Cardholder Name _____

Contact Number _____

Please note that a GST inclusive credit card surcharge of 2.20% applies. This will be added to the total of your invoice when we process it.