

Archive Retrieval Request

To: ASA Building Consultants

I/We hereby request documents for the following Building Permit:

Project Address: _____

Building Permit No. (if applicable): _____

Who is completing this application? (tick whichever is applicable and provide suitable evidence)

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

Reason for requesting file: _____

Specific documents you require: _____

Owner / Agent: _____

Postal Address: _____ Post Code: _____

Contact Person: _____ Phone No: _____

Signature of Owner or Agent: _____ Date: _____

Print Name: _____

PLEASE NOTE: THE MINIMUM FEE FOR THIS REQUEST IS \$550.00 INCLUSIVE OF GST. TOTAL AMOUNT OF REQUEST WILL BE DEPENDENT ON AVAILABILITY OF DOCUMENTS FROM ARCHIVED FILE

✂

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 _____ CCV No: _____

Cardholder Name _____

Contact Number _____