



DEPARTMENT: CORPORATE AND PLANNING SERVICES
DIVISION: LAND DEVELOPMENT MANAGEMENT
SECTION: BUILDING CONTROL

APPLICATION FOR PERMISSION TO OBTAIN COPIES OF APPROVED BUILDING PLANS

I, the undersigned, certify that the information provided is correct to the best of my knowledge and belief. I understand that the furnishing of any incorrect information will result in penalties being applied.

NOTE: Although Council endeavors to maintain copies of approved plans, if for any reason of a particular property are not available, the onus is on the registered owner to have the as-built structures measured and drawn up.

PROPERTY DETAILS:

Erf no/ Farm no Suburb
 Property address

SECTION A: OWNER

Owner name
 Correspondence address
 Tel Number Cell

SECTION B: APPLICANT

To be completed by Governmental Departments /students if applicable. NOTE: A letter from the relevant authority must accompany this application.

Applicant name
 Tel Number Cell
 Address

SECTION C: AUTHORISED PERSON

Authorized person name
 Tel Number Cell
 Address

Where the owner is a Company, Close Corporation or Trust, the relevant sections of this form are to be completed by an authorized representative thereof and/or a letter of authority is to be provided. Should the owner be a Body Corporation, the relevant sections of this form are to be completed by the Chairperson or Managing Agent and/or a letter of authority is to be provided.

.....
 Signature Date
 Registered owner

NOTE:PROOF OF IDENTITY MUST BE PROVIDED UPON COLLECTION OF COPIES.
COPIES OF BUILDING PLANS ARE INVOICED ACCORDING TO COUNCIL’S TARIFFS.
NO COPIES WILL BE ISSUED UNLESS PROOF OF PAYMENT HAS BEEN PROVIDED.