

# REQUEST FOR A CERTIFIED COPY

**Note: Application may only be made for a document that is given, issued or served by the Minister or the Director of Building Control.**

**NAME OF APPLICANT**

**DAY TIME PHONE NUMBER**

**POSTAL ADDRESS**

I hereby request certified copies of the following documents pursuant to Section 166A of the *Building Act*.

**DOCUMENTS REQUIRED**


Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

A fee of \$50 plus \$1.50 per page is applicable for this request. The \$50 fee is to be paid upon lodgement of the request. Applications should be addressed to the Director of Building Control and either posted to GPO Box 1680 Darwin NT 0801 or delivered to the Building Advisory Services Branch of the Department of Planning and Infrastructure in Darwin, Katherine or Alice Springs.

Once the documents are ready for collection we will contact you on the above number to advise the additional fee and arrange payment. **PLEASE NOTE** that if the documents requested do not exist or are unavailable, there will be no refund of fees already paid.

A cheque for \$50 is enclosed OR

Please debit my  VISA  MasterCard  Bankcard For \$50.00

Credit Card Number

Expiry Date

\_\_\_\_\_  
SIGNATURE OF CARD HOLDER

\_\_\_\_\_  
PRINT NAME

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

Receipt Number

Date

Amount

Received By