



Australian
Capital Territory
Government

Planning and Land
Management

Building Conveyancing Enquiry NON RESIDENTIAL BUILDING

(including head lease of multi residential units)

Mail to: BEPCON Mitchell Office - GPO Box 1908 Canberra 2601 or fax: (02) 6207 5353.
if you have difficulty completing this form please telephone (02) 6207 6325.

Part 1: Lease/Site details

BEPCON's response is sought as requested in Part 2 in relation to:

Suburb _____
 Section _____ Block _____ Unit _____
 Street address _____

Part 3: Applicant details

Applicant's Name _____

Are you a solicitor? No Yes

Do you own the property? No Yes

Name of contact _____

Postal address _____

Street address (if different) _____

Phone _____

Fax _____ Date / /

Part 2: Requested information

OFFICE USE ONLY

- (a) Is this property an ex government building?
No Yes
(b) If yes, is there a building file with approvals on it?
No Yes
- Please provide copies of survey certificate/s held on the building file
- Please provide a summary of approved building plans on the building file
- Please provide a summary of all Certificates of Occupancy and Use held on the building file
- Please provide answers to the following questions
 - Are there any records on the building file showing current building applications being processed for this property?
No Yes *File copies attached*
 - Is there any record of unapproved building work on the building file?
No Yes *File copies attached*

OFFICE USE ONLY

Conveyance officer's initials _____
 Date completed _____
 Receipt number _____

Please note that the information provided is limited to the material contained on the building file at the time of completing the conveyancing enquiry.

(no information is provided in respect of electrical, plumbing, drainage or sewerage matters)
 (no information is provided regarding the location of building work in relation to overhead power lines or underground cables)

Part 4: Turnaround required

Please tick the box Standard - \$106.50 Fasttrack \$321.50

Note: Our aim is to provide a 3 to 4 full working day turnaround period for the standard services. Fasttrack services will only be accepted when BEPCON has the resources available to deliver the service. The turnaround time commences from the receipt of form at Mitchell and does not include delivery time by mail or DX, weekends and public holidays.

Documents to be: Collected (BEPCON to phone when ready)
 Collected at ACT Government Shopfront.

(Please indicate which one) _____

Posted
 Collected at Canberra Building Information Centre

Part 5: Crown Lessee's Authority

Not required if the applicant is the Lessee or the Lessee's Solicitor
 //We hereby authorise the applicant to undertake this enquiry and to obtain from the ACT Government any information and/or copies of documents sufficient to complete the enquiry.

Lessee _____ Date / /