



COPY OF PLANS REQUEST FORM GROUPED DWELLINGS/COMMERCIAL PROPERTIES

Revised 25/10/23

Form with fields for House no, Street name, Owner/s name, Contact no, Applicant/s name, and checkboxes for delivery method (Digital link, Collect in person, By post).

TERMS AND CONDITIONS:

- 1. I hereby accept the \$150.00 search fee is non-refundable and payable prior to the process commencing.
2. I understand that every effort will be made to obtain plans and I will not hold the Shire liable in the event that incorrect information is supplied or the plans are unable to be located.
3. I understand if plans are located & copies requested, standard copying and scanning fees will be charged and payable upon collection, costs can vary due to the original size of the plans.
4. I understand if plans are located and copies requested to be mailed, postage fees may apply.
5. If the property is in a company name, proof such as a company letter of authority on company letterhead must be provided prior to the process commencing.
6. The search and copy process can take up to 20 working days; requested copies of plans will be held for 2 weeks, after which time they will be destroyed.
7. Identification must be produced upon viewing or collection of plans.
8. Copying and scanning of documents larger than A3 will incur additional fees - a quote can be provided upon completion of the search.
9. Identification must be produced upon viewing or the collection of plans.

I have read and understood the above terms and conditions

Applicant/s signature..... Date...../...../.....
Owner/s signature..... AND Owner's consent attached [checkbox]

OFFICE USE ONLY
Date received: ...../...../..... Date due: ...../...../..... Receipt No: .....