



6177 Great Northern Highway
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APPLICATION FOR COPY OF PLANS SEARCH

To obtain a copy of all plans for structures approved under the *Building Act 2011*, please complete this form and provide relevant ID.

PROPERTY DETAILS

Lot Number		House Number	
Street Name & Locality			

OWNER AUTHORISATION (REQUIRED)

Name(s)		
Address		
Contact Number		
Signature(s)	Owner 1	Owner 2

If the owner is unable to sign, please provide proof of the owner's authorisation to access their plans

APPLICANT DETAILS

How would you like to receive your copy of plans?	<input type="checkbox"/> Mail the plans to the below address <input type="checkbox"/> I will pick the plans up from the Shire <input type="checkbox"/> Email me the plans to the below nominated email address	
Name		
Email Address		
Address for plans to be sent to		
ID Provided	<input type="checkbox"/> Driver's license	<input type="checkbox"/> Passport

Please provide a scan or a copy of your ID to accompany this application

TERMS AND CONDITIONS

- (1) I hereby accept that the fee is non-refundable.
- (2) I declare that I have the owner(s) consent to view and/or copy plans to the above stated property.
- (3) I understand that every effort will be made to obtain plans and I will not hold the Shire of Chittering liable in the event that incorrect information is supplied or the plans are unable to be located.
- (4) I understand that as the applicant I am not the owner of the property, and that owner's authorisation is required.
- (5) The search and copy process can take up to 5 - 10 working days depending on the amount of plans on the property file.
- (6) Copies of plans are only held for one (1) month. If plans are not collected during this time and are required, a new application and application fee is applicable.
- (7) Whilst every effort is made to obtain the required plans, the Shire of Chittering cannot guarantee availability or the quality

Applicant Name	Applicant Signature

Office Use:

Assessment No.

Receipt No.

Cost:

