



6177 Great Northern Highway
PO Box 70 Bindoon WA 6502
☎ (08) 9576 4600
✉ chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

APPLICATION FOR COPY OF PLANS SEARCH

To obtain a copy of all plans for a property 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? (Please note that we are unable to email them)	<input type="checkbox"/> Please mail the plans to the below address <input type="checkbox"/> I will pick the plans up from the Shire	
Name		
Address for plans to be sent to		
ID Provided	<input type="checkbox"/> Driver's license	<input type="checkbox"/> Passport
	Please scan or copy your ID to accompany this application	
Signature		
	I declare that I am the owner and/or agent of the above stated property I declare that I have the owner(s) consent to view and/or copy plans to the above stated property.	

TERMS AND CONDITIONS

- (1) I hereby accept that the fee is non-refundable.
- (2) 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.
- (3) I understand that as the applicant I am not the owner of the property, and that owner's authorisation is required.
- (4) The search and copy process can take up to 5 - 10 working days depending on the amount of plans on the property file.
- (5) 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.
- (6) 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:

