



Office Use Only

File: _____

Record: _____

APPLICATION TO OBTAIN A COPY OF BUILDING PLANS

DETAILS OF THE PROPERTY ON WHICH THE BUILDING IS LOCATED			
Lot No:		House/Street No:	
Street Name:			
Locality:		Postcode:	
APPLICANT DETAILS (If not the property owner the applicant MUST have the Owner's Authorisation Section completed by Owner)			
Applicants Name:			
Postal Address:			
Phone No. (W):		Phone No. (H):	
Mobile:		Fax:	
Email:			
Applicants Signature:		Date:	
PROPERTY OWNER'S AUTHORISATION (Section not required to be completed if property owned by the Applicant)			
Owners Name:			
Postal Address:			
Phone No. (W):		Phone No. (H):	
Mobile:		Fax:	
Email:			
I/we hereby authorize (applicants name) _____ to obtain copies of plans and details for the building(s) located on the property mentioned above.			
Owners Signature:		Date:	
How would you like your plans and details provided to you? Please tick the appropriate option			
☐ Posted ☐ Collect from Shire Administration Building ☐ Emailed (only available if file size not too large)			
RESIDENTIAL PLANS ONLY			
PLANS/DOCUMENTS REQUIRED			
Please specify what plans are needed and/or what they are needed for: _____			
If your property is Strata Titled, please provide a letter of authorization signed by the Strata Secretary.			
COMMERCIAL PLANS ONLY			
• If property owned by Company, a Company Letterhead signed by Director must be provided. • If property owned by Trust, signed authorisation must be provided by the Trustee. • If a property is part of Strata, signed authorization must be provided by the Strata Secretary representing the Strata Company.			
Please specify what plans are needed and/or what they are needed for: _____			

FEES			
RESIDENTIAL		COMMERCIAL	
Document/Plan search fee	\$77.50	Document/Plan search fee	\$77.50
Photocopying of Building plans	\$77.50	Photocopying of Building plans	\$149.50
TOTAL COST:	\$155.00	TOTAL COST:	\$227.00

DISCLAIMER			
Please take note that the document/plan search fee is non-refundable, whether or not Council is in possession of the required plans. The photocopying of Building Plans fee for Residential (\$75.00) and Commercial (\$145.00) is refundable if no plans are located. In the case of Heritage buildings, it is highly unlikely that Council will be in possession of the original approved plans. Please allow up to 8 working days from the date this application is received for plans.			
Owners Signature:		Date:	