

BE: _____

BUILDING PLANS ARCHIVAL REQUEST FORM



Date: _____

SEARCH DETAILS

Lot:	No:	Street:
Town / Suburb:		Post Code:
Plans Required: Full set of Plans <input type="checkbox"/>		Site / Septic Plan Only <input type="checkbox"/>

REQUESTED BY

Applicants Name:	
Postal Address:	
Town/ Suburb:	Post Code:
Telephone:	Mobile:

I confirm that:

- I AM the current owner of the above mentioned property
- I AM NOT the current owner of the abovementioned property and have attached authorisation to request this archive search and view the building plans from the current property owner.

Signature: _____

PLEASE NOTE:

1. Application for search to be lodged with payment **7 days prior** to collection.
2. Real Estate Agents **cannot** authorise copies of plans without additional authorisation from the property owner.
3. Written authorisation is required from the **current** property owner and **all** cases (including property sale/settlement).
4. Owners requesting copies of strata plans will be given plans for their own unit ONLY. Should copies of the entire strata complex be required, written authorisation from the Strata Manager is required.
5. The Shire of Dandaragan accepts no responsibility for the loss, damage or unavailability of plans.

OFFICE USE ONLY

CHARGES			
<u>To be paid on application</u>			
Retrieval of building licences – Residential		\$20.00	<input type="checkbox"/>
<i>(plus photocopying charges – one complete set of plans)</i>	A4 \$0.60 _____	\$ _____	
	A3 \$1.00 _____	\$ _____	
Administration fee for raising of invoice for property building plans		\$10.00	<input type="checkbox"/>
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<u>To be paid on application</u>			
Retrieval of building licences – Commercial		\$20.00	<input type="checkbox"/>
<i>(excludes photocopying charges)</i>			
<u>To be paid upon collection</u>			
Additional charges for each copy	A4 \$0.60 _____	\$ _____	
	A3 \$1.00 _____	\$ _____	
Administration fee for raising of invoice for property building plans		\$10.00	<input type="checkbox"/>
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TOTAL TO BE PAID UPON COLLECTION		\$ _____	