



**COPY OF PLANS REQUEST FORM GROUPED DWELLINGS/COMMERCIAL PROPERTIES**

Revised 24/5/24

House no : .....	Street name: .....
Owner/s name: .....	Contact no: .....
Owner/s email address: .....	
Applicant/s name:..... Contact no: .....	
Email address/Postal Address: .....	
Please indicate how you wish to receive your plans: <input type="checkbox"/> Via a digital link (valid for 2 weeks) <input type="checkbox"/> Collect in person from the Shire reception <input type="checkbox"/> By post	
Plan/s required (please be as specific as you can, or only the latest approval will be provided) ..... ..... ..... .....	

**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 presented 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.

**I have read and understood the above terms and conditions.**

Applicant/s signature..... Date...../...../.....

Owner/s signature..... **AND** Owner's consent attached

<b><u>OFFICE USE ONLY</u></b>		
Date received: .....	Date due: .....	Receipt No: .....