



REQUEST FORM COPY OF BUILDING PLANS

FORM 71

Date stamp

Part 1 Property Details

Please provide the details of the property you require copies of building plans for

| | | |
|----------------------|----------------------|----------------------|
| Lot | House No | Street Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Suburb | | |
| <input type="text"/> | | |

Part 2 Requested by

Name of person making request
(if not the owner please have the owner complete Part 5 on the reverse of this form)

| | |
|------------------------------------|-----------------------------------|
| Name | |
| <input type="text"/> | |
| Daytime Contact Phone Number | |
| <input type="text"/> | |
| Email Address | |
| <input type="text"/> | |
| Are you the Owner of the property? | |
| <input type="checkbox"/> Yes | |
| <input type="checkbox"/> No | If no, please provide Owners Name |
| | <input type="text"/> |
| Signed | Date |
| <input type="text"/> | <input type="text"/> |

Part 3 Plans Required

Please tick the type of plans required

| | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | House Plan |
| <input type="checkbox"/> | Elevations |
| <input type="checkbox"/> | Site Plan |
| <input type="checkbox"/> | Other – please specify: |
| <input type="text"/> | |

Part 4 Fees and Conditions

- If you are not the owner(s) of the property, Part 5 of this form must be completed by the current owner(s); or a signed letter from the current owner(s) must be provided granting consent for the Shire of Dardanup to release the plans to an authorised person.
- A copy of an Offer and Acceptance is NOT adequate.
- Please allow five (5) working days for processing. You will be contacted when the plans are available for collection.
- Please nominate your choice of format: Emailed PDF A4 Paper Copies A3 Paper Copies
- **A fee of \$50 is payable upon ordering the plans. This fee is non-refundable.**
- **Please Note: The Shire has copies of most, but not ALL building plans (in particular old buildings)**

Part 5 Owners' Authorisation to Release Building Plans

Owner to complete

Owner(s) Name

I/We as the current owner(s) of the property in question, hereby authorise the Shire of Dardanup to issue a copy of the building plans to:

Owner(s) Signature

Date

Part 6 OFFICE USE ONLY

Assessment No.

Licence No.

Development

Located Y / N

Notes:

Applicant Notified:

Yes

No

Name of Contact

Date

Officer Name