



# REQUEST FORM COPY OF SEPTIC SYSTEM PLANS

## FORM 89

Date stamp

### Part 1 Property Details

Please provide the details of the property you require copies of septic system 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 Comments

Please provide details of any specific requests

Comments
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<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
- **A fee of \$15.00 is payable on collection of the plans**
- Please Note: The Shire has copies of most, but not ALL septic system 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 septic system 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