



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

Suburb

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

Daytime Contact Phone Number

Email Address

Are you the Owner of the property?

Yes

No

If no, please provide Owners Name

Signed

Date

Part 3 Plans Required

Please tick the type of plans required

House Plan

Elevations

Site Plan

Other – please specify:

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 \$41.00 is payable upon ordering the plans. This fee is non-refundable. (Should plans not be available on file the \$41 fee for accessing the information will be applicable).**
- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

Applicant Notified: Yes No

Name of Contact Date Officer Name