

Plan Search Request

Assessment No.

PROPERTY SUBJECT OF PLAN SEARCH

House/Street No. _____ Lot No. _____ Street Name: _____

Location No.: _____ Plan/Diagram: _____

Certificate of Title: _____ Vol: _____ Folio: _____

Full set of plans required Site and septic plans only

Please post plans once received Plans will be collected after 12pm Friday

APPLICANT DETAILS

Name: _____

Postal Address: _____ P/code: _____

Phone: _____ Mobile: _____

Email: _____

I AM the current owner of the above mentioned property.

I AM NOT the current owner of the above mentioned property and have attached:

- (a) authorisation from the current property owner to request this plan search and view the building plans; or
- (b) a copy of the Contract or Sale for the property.

Signature: _____ Date: _____

NOTE:

1. Lodgement of the Plan Search Request must be accompanied by a service fee. Request forms will not be received by the Shire unless the service fee is paid at the time of lodgement.
2. Plan searches will be available for collection after 12pm on Fridays or will be posted. Any requests lodged on a Friday will be available the following week.
3. Real Estate Agents cannot authorise copies of plans without a Contract of Sale or written consent from the current property owner.
4. Plans will not be provided without the appropriate authorisation.
5. 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 or all individual strata owners will be required.
6. The Shire of Toodyay accepts no responsibility for the loss or damage to the plans.
7. In the event that no plans are available, a full refund of the search fee will be made.

OFFICE USE ONLY

Service Fee \$ _____ Receipt No. _____

Date received: _____

