

Plan Search Request Form

PROPERTY SUBJECT OF PLAN SEARCH

Lot No.: _____ Street No.: _____ Assessment No.: _____

Street Name: _____ Suburb: _____

Plan/Diagram No: _____ 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
 Please email plans once received

APPLICANT DETAILS

Name: _____

Postal Address: _____

Phone (H): _____ (M): _____ (W): _____

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) An 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: _____

CONDITIONS TO NOTE

If you have any queries regarding this form please contact the Shire's Planning Department on (08) 9574 9346

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. Plans will not be provided without the appropriate authorisation.
3. 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.
4. Real Estate Agents cannot authorise copies of plans without a Contract of Sale or written consent from the current property owner.
5. The Shire of Toodyay accepts no responsibility for the loss or damage to the plans.
6. 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: _____ Date sent: _____

