



# COPY OF PLANS REQUEST

<b>Date:</b>	<b>House no:</b>	<b>Street name:</b>	<b>Suburb:</b>
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**Owner/s name:**

<b>Applicant/s name:</b>	<b>Phone:</b>
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**Email Address for delivery of plans:**

<b>Reason for request (eg: selling, renovations etc.)</b> <b>N.B. There is a fee per scanned plan</b>	
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## PLAN(S) REQUIRED

ALL Building Licenses and Building Plans (house, floor, site, additions etc.)

**OR**

House       Site Plan Only       Floor Plan (House)      Retaining Walls

Sheds/Garage     Patio/Carport       Pool      Additions

Others (please specify)

## TERMS & CONDITIONS

- I hereby accept that the following fee will apply, according to whether the original plans are located in physical files (\$95.75) or are already digitised (\$47.90). This fee is non-refundable and additional charges may apply for large and commercial requests, which must be paid before plans are released.
- I understand that every effort will be made to obtain plans and will not hold council liable in the event that incorrect information is supplied or the plans are unable to be located.
- I understand that as the applicant if I am not the owner of the property, the current owners' written authorisation is required.
- If the property is in a company name, proof such as a company seal or letter of authority on company letterhead must be provided before plans can be collected.
- This service request is aimed to be provided within 10 working days.

**I have read & understood the above terms & conditions** [PRINT AND SIGN HERE] \_\_\_\_\_

**I am the Owner of the above property**  **(or) Owners consent attached**

This form can be sent to: [customerconnect@mandurah.wa.gov.au](mailto:customerconnect@mandurah.wa.gov.au)

Payment must be provided on application.

The applicant will be contacted on the phone number provided to obtain payment.

Office Use Only- Receipt Number: -