

# COPY OF PLANS REQUEST

<b>Date:</b>	<b>House no:</b>	<b>Street name:</b>	<b>Suburb:</b>
<b>Owner/s name:</b>			
<b>Applicant/s name:</b>			<b>Phone:</b>
<b>Email Address for delivery of plans:</b>			
<b>Reason for request (eg: selling, renovations etc.)</b> <b>N.B. There is a fee per scanned plan</b>			
<b>PLAN(S) REQUIRED</b>			
<input type="checkbox"/> ALL Building Licenses and Building Plans (house, floor, site, additions etc.)			
<b>OR</b>			
<input type="checkbox"/> House	<input type="checkbox"/> Site Plan Only	<input type="checkbox"/> Floor Plan (House)	Retaining Walls
<input type="checkbox"/> Sheds/Garage	<input type="checkbox"/> Patio/Carport	<input type="checkbox"/> Pool	Additions
<input type="checkbox"/> Others (please specify)			
<b>TERMS &amp; CONDITIONS</b>			
<ul style="list-style-type: none"><li>• I hereby accept that the \$85.00 search fee is <b>non-refundable</b> . There will be additional scanning fees charged upon completion of the search, which must be paid before plans are released.</li><li>• 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.</li><li>• I understand that as the applicant if I am not the owner of the property, the current owners' written authorisation is required.</li><li>• 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.</li><li>• The search and scan process will take a minimum of 10 working days.</li></ul>			
<b>I have read &amp; understood the above terms &amp; conditions</b> _____			
<b>I am the Owner of the above property</b> <input type="checkbox"/> <b>(or) Owners consent attached</b> <input type="checkbox"/>			
This form can be sent to: <a href="mailto:customerconnect@mandurah.wa.gov.au">customerconnect@mandurah.wa.gov.au</a>			
Payment must be provided on application. The applicant will be contacted on the phone number provided to obtain payment.			

Office Use Only- Receipt Number: -