

# Building Plan Retrieval Request Form



## APPLICANT'S DETAILS

Full Name:

Address:

Telephone (home):

(Work):

(Mobile):

Email:

Letter of Authorisation Attached (if Applicant is not the Owner):

Yes

No

## PROPERTY DETAILS

Street Address:

Suburb:

Post Code:

Please insert or attach a copy of owners and applicant's driver's licence:



How would you like to receive your plans? Please check all applicable: **Pick Up** **Posted** **Emailed**

I understand the quality of plans is not guaranteed and the Property Search Fee is not refundable if the plans are not suitable or cannot be located. I also acknowledge there is a per page fee for copies issued.

Signature:

Date:

## OFFICE USE ONLY:

Verification of Identity (Drivers Licence Sighted/Attached)

Licence#:

Staff Initials:

Receipt#:

Plans Located:

Staff Initials:

Offsite Plans Ordered: Yes

No

## Payment by Credit or Debit Card

Cardholders Name:

MasterCard

Visa

Card Number:

Expiry Date

CVC

Amount **0.46% Surcharge applies**

Residential Plans: \$58.80

Commercial Plans: \$180.60

Signature:

Date: