

# Building Plan Retrieval Request Form



## Applicant's details:

Full Name:

Address:

Contact Number:

Email:

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

## Property Details

Street Address:

Suburb:

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

How would you like to receive your plans?

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: \$56.00

Commercial Plans: \$172.00

Signature:

Date: