

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:

Please note all plan retrievals will be emailed, unless requested otherwise.

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) <input type="checkbox"/> Licence#:			Staff Initials:
Receipt#:		Plans Located:	Staff Initials:
		Offsite Plans Ordered:	Yes / No

Payment by Credit or Debit Card

Cardholders Name:												MasterCard/Visa (CIRCLE)			
Card Number:															
Expiry Date		CVC		Amount (0.46% SURCHARGE APPLIES) Residential Plans: \$100.00 Commercial Plans: \$250.00											
Signature:												Date:			

SUBMIT REQUEST FORM BY EMAIL – enquiries@kalamunda.wa.gov.au