

# 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.*

<b>Signature:</b>		<b>Date:</b>	
<b>Office Use Only:</b>			
<b>Verification of Identity (Drivers Licence Sighted/Attached) <input type="checkbox"/> Licence#:</b>			<b>Staff Initials:</b>
<b>Receipt#:</b>		<b>Plans Located:</b>	<b>Staff Initials:</b>
			<b>Offsite Plans Ordered:</b>
			<b>Yes / No</b>

## Payment by Credit or Debit Card

<b>Cardholders Name:</b>										<b>MasterCard/Visa (CIRCLE)</b>									
<b>Card Number:</b>																			
<b>Expiry Date</b>					<b>CVC</b>					<b>Amount (0.46% SURCHARGE APPLIES)</b>									
										<b>Residential Plans: \$62.00</b>									
										<b>Commercial Plans: \$190.00</b>									
<b>Signature:</b>										<b>Date:</b>									