

PLAN SEARCH REQUEST

SEARCH DETAILS			
Property Address:			
Lot No:		Diagram/Plan No:	
Plans Required:			
Full set of plans	Specific plans or detail		
<i>(Site plan, septic plan, etc.)</i>			
Requested Format:	Hard copy	Soft copy (.pdf)	
Approximate year development was constructed (if known):			
REQUESTED BY			
Name:			
Phone:			
Email:			
I confirm that I am I am the current owner of the above mentioned property.			
Signature:		Date:	

PLEASE NOTE

1. The plan search may take up to ten business days to complete.
2. Written authorisation is required from the current property owner in all cases, including property sale/settlement. Real estate agents cannot authorise a plan search request.
3. Plan search requests relating to strata developments will only include plans for the unit(s) associated with the owner authorising the request. Should copies of the entire development be required, written authorisation from the Strata Manager is required. (Fees are applicable to each unit)
4. The Shire of Boddington accepts no responsibility for the loss, damage or unavailability of plans. In the event no plans are retrieved, an application may be lodged for a 50% refund of the plan search fee.

OFFICE USE ONLY			
To be paid on request:	Document retrieval is \$67 per request		
Amount Paid:		Date:	
Assessment No:		Application No:	