



Application for Property File Retrieval – Plans

Fee		Timeframe		Receipt number	
\$80		7 Working Days			
\$220		2 Working Days			
Authority verified (please tick)					
Driver's licence		Rates roll		Owner's written authority to access plans received	
How would you like to receive the plans? (Please tick)					
Please call when ready		Post when ready		Collect from front counter	

Property address: _____

Owner's name: _____

Phone number: _____

Postal address: _____

Owner's signature: _____

or

Signature of person authorised to access plans (must attach written authority from owner).

Please tick box to indicate type of plans requested:

Engineering plans

Site plan

Elevations

Structural





Please note:

- We cannot guarantee all plans requested above will exist in your property file.
- The retrieval fee includes \$10 worth of photocopying. Any additional copies will be charged at the standard Council rate found in the Council's Schedule of Fees and Charges.
- While every effort is made to return copies of plans within the nominated timeframe, some files may take longer to procure or copy in times of high demand.
- The application fee is non-refundable.

Once you have completed this form, please return it to the City of Nedlands via any of the methods below.

- | | | | | | |
|---|--------------|--|---|------------------|--|
|  | Email | Scan and email to:
council@nedlands.wa.gov.au |  | Mail | Post to:
City of Nedlands
PO Box 9
NEDLANDS WA 6909 |
| | | |  | In person | Visit the Administration Centre at:
71 Stirling Hwy
NEDLANDS WA 6009 |

