

Application for Property File Retrieval – Plans

Fee		Timeframe		Receipt Number	
\$75.00		7 Working Days			
\$200.00		2 Working Days			
Authority verified (please tick)					
Driver's License		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: _____

Postal Address: _____

Owners Signature: _____

Or

Signature of person authorized to access plans. (Must attach written authority from owner)

Please tick boxes below to indicate the type of plans requested:

Engineering Plans

Site Plan

Elevations

Structural



PLANS COLLECTED BY:

Name: _____

Signature:: _____

Date: _____

POSTED:

Issuing Officer: _____

Date: _____

Please Note:

- We cannot guarantee all plans requested above will exist in your property file.
- The retrieval fee includes \$10.00 worth of photocopying. Any additional copies will be charged at the standard Council rate found in the Council's Schedule of Fees and Charges.
- Whilst 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 below methods.

	Email	Scan and email to: <u>council@nedlands.wa.gov.au</u>		Mail	Post to: City of Nedlands PO Box 9 NEDLANDS WA 6909
	Fax	Fax to: 08 9273 3670		In person	Visit the Administration Centre a 71 Stirling Hwy NEDLANDS WA 6009