

Application for Property File Retrieval



City of Nedlands

nedlands.wa.gov.au

You are eligible to access plans and some documents under this application process if you answer Yes to any of the questions below. If you can not answer Yes then please do not proceed, please follow the Freedom of Information Application process linked [here](#).

1. Are you the owner of the property – Yes/No
2. Have you received the current owner's consent to request documents – Yes/No
3. Are you an *interested person* under Reg 13 Building Regulations 2012
 - a. Officer of the WA Police force - Yes/No - or,
 - b. Officer of Department of Fire and Emergency Services –Yes/No

Property Address:		
Owner / Applicant Name:		
Owner / Applicant Signature:		
Owner's Written Consent Provided:	YES / NO / NA	
Owner / Applicant Phone Number:		
Owner / Applicant Email:		
Fee	Timeframe	Receipt Number
\$105.78	10 Working Days Depending upon availability, plans stored off-site in archives may take longer to obtain	

Plans will be sent via Email as soon as they are available and payment has been made

Please call me when ready	YES / NO / NA
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Please tick box to indicate the type of plans requested:

Architectural House plans	
Structural House Plans	
Specific plans (if available)	

For Office Use

Property ownership details have been verified.	YES - NO
Rates Notice, Driver's Licence or Intranet sighted? (circle applicable)	YES - NO
Owner's written authority to access plan is attached.	YES – NO - NA
Fee has been paid	YES - NO