

## Application for Property File Retrieval – Plans

Fee		Timeframe		Receipt Number	
\$90.00		<b>7 Working Days</b> Depending upon availability, plans stored off-site in archives may take longer to obtain			
<b>(For Office Use)</b>					
Property ownership details have been verified.			Rates notice, driver's license or Intranet (circle applicable)		
Owner's written authority to access plans is attached. (if applicable)					
<b>How would you like to receive the plans? (Please tick)</b>					
Please call when ready	Ph:	Post when ready		Collect from front counter	

Property Address: \_\_\_\_\_

Owner's Full Name: \_\_\_\_\_ Owner's Signature \_\_\_\_\_

Postal Address: \_\_\_\_\_

Owner's signed authority letter to accompany this form if third party is collecting the plans.

Please tick box to indicate the type of plans requested:

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

Plans collected by		Drivers license No:		Date:	
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