



**Application for property file retrieval – plans**

<b>Fee</b>	<b>Timeframe</b>		<b>Receipt number</b>	
<b>\$80</b>	<b>Seven working days</b> Depending upon availability – plans stored off-site in archives may take longer to obtain			
<b>Authority verified (please tick)</b>				
Driver's licence				
Rates roll				
Owner's written authority to access plans received				
<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 name:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

**Owner's signature:** \_\_\_\_\_

**Or signature of person authorised to access plans (must attach written authority from owner)**

\_\_\_\_\_

**Please tick box to indicate the type of plans requested:**

<b>Architectural house plans</b>	
<b>Structural house plans</b>	
<b>Specific plans (if available)</b>	

Plans collected by and when:

<b>Collected by:</b>		<b>Date:</b>	
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