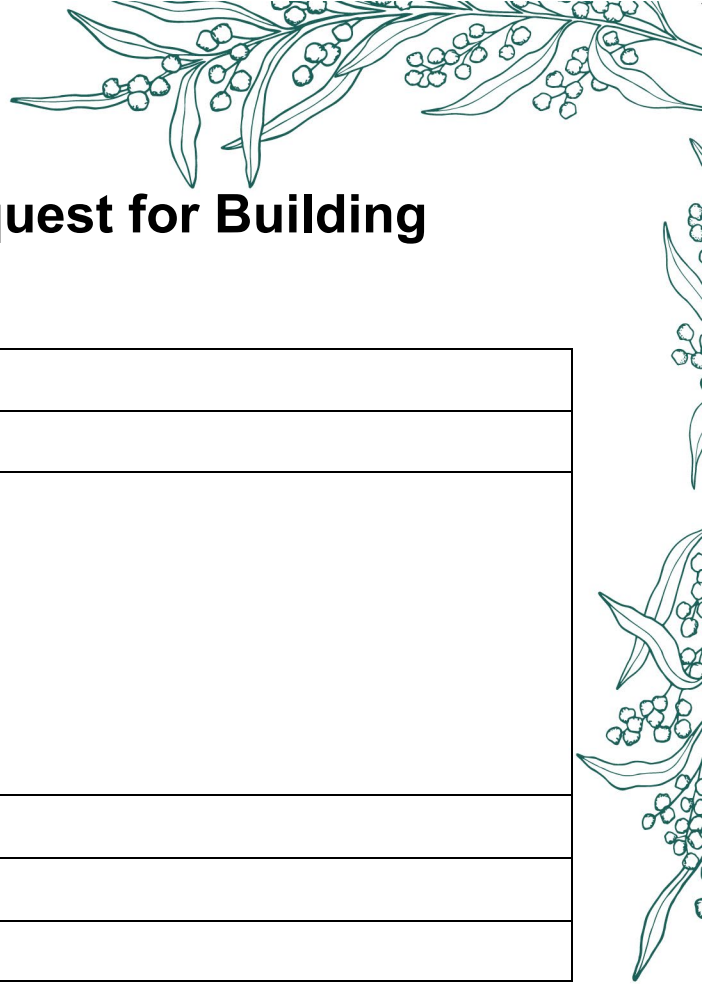




Application Form – Request for Building Plans

Date:	
Applicant Name:	
Current Owner: (If you are not the owner of the property, a letter of authorisation from the owner will be required to enable release of any plans or approvals)	
Email Address:	
Contact Number:	
Property Address:	

	\$101.00	All building plans held on file (2008 – current)
	\$25.00	Single plan only (please specify below which plan)
	\$185.50	Archive Search request (plans prior to 2008)

Please note: The quality and/or contents of building plans retrieved from the **archive** cannot be guaranteed. If the retrieved plans are not suitable, the fee cannot be refunded.

Single Plan only (please specify): _____

- Payment for this application will be issued via an invoice which will prompt you to pay through the online portal. Please click the link once the invoice has been received and follow the on-screen instructions to make payment.
- Alternatively, please go to the Shire website online portal to lodge this application online.
- Plans will be emailed to the supplied email address within 10 working days.
- To confirm whether plans are held on file or in the archives, please contact the Shire on 9526 1111.

Signature: _____

