

Application for Copy of Plans

Please complete all relevant sections of this form and provide one (1) of the following forms of ID to obtain a copy of plans for a specific property:

- Driver's Licence, or
- Passport, or
- Birth Certificate.

Details of Property Requiring Copy of Plans

Lot No:		Street No:	
Street Name & Locality:			

Owner Authorisation *(required)*

Full Name(s):		
Current Residential Address:		
Contact Number:		
Email Address:		
Signature(s):	Owner 1:	Owner 2 <i>(if applicable)</i> :
<i>(If the owner is unable to sign, please provide proof of the owner's authorisation to access their plans with this application.)</i>		

Applicant Details

How would you like to receive your copy of plans? <i>(Please note: we are unable to email plans)</i>	<input type="checkbox"/> Please post the plans to the below address. <input type="checkbox"/> I will pick up the plans from the Shire <i>(please select which Shire Office)</i> : Gingin <input type="radio"/> Lancelin <input type="radio"/>
Full Name:	
Postal Address:	
What plans are you requesting? <i>(Please refer to the Fees & Charges on our website for relevant fees)</i>	<input type="checkbox"/> A copy of all plans on file. <input type="checkbox"/> Site Plan, Floor Plan and Elevations for the following structure:
Signature:	
<i>By signing above you declare that you are the owner and/or agent, or that you have the owner(s) consent, to view and/or copy plans of the above stated property.</i>	

Terms & Conditions

1. I understand that every effort will be made to obtain plans and I will not hold the Shire of Gingin liable if incorrect information is inadvertently supplied, or the plans are unable to be located.
2. I understand that on the occasion where I am the applicant but not the owner of the property, the owner's authorisation is required to proceed with the application.
3. I understand that the search and copy process can take up to 5 - 10 working days depending on the number of plans on the building file.
4. I understand that whilst every effort is made to obtain the required plans, the Shire of Gingin cannot guarantee availability or the quality of the plans.

Applicant Name:	
Applicant Signature:	

FOR CREDIT CARD PAYMENT PLEASE USE AUTHORISATION FORM ON NEXT PAGE

Office Use Only				
Approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Date:
Notes:				
BLD File No:		Amount Due:	\$	Receipt No:
Officer Name:				
Officer Signature:				

Application for Copy of Plans

Credit Card Payment Authorisation

Name on Card:																			
Card Number:					-						-					-			
Expiry Date:	/										CSV:								
Cardholder Signature:																			

PLEASE BE ADVISED THESE DETAILS WILL BE DESTROYED ONCE PROCESSED