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Request for Building & Drainage Plans

Date of Request: _____

Requested Address: _____

Are you the Owner/s of this Property? YES NO

If not the property owner, written authority from the owner must be sent in with this form.

Requested by: _____

Phone: _____ Mobile: _____

Email: _____

Plans requested (tick all that apply):

Building Plans Plumbing Plans Other: Please Specify

Other: _____

Preferred method to receive plans: Email Collect at Council

Please note: Plans will not be available immediately; Please allow 4 Business days, a Council Officer will contact you when plans are available.

Plan request fee payable of \$35.00 once plans are available.

Signed: _____ Date: _____

Please Note: There is a possibility that Council may not have any records due to the year of construction. However, if plans are located and are copyright, Council are unable to release them until written authorisation has been provided from the architect/draftsman who prepared them.

OFFICE USE ONLY

- Form Registered
- Owners consent received if required
- Plans Obtained (Applications).....
- Fee Paid (Receipt Number)
- Phoned or emailed customer plans - Date:
- Form Signed upon Collection of Plans / Permits and Certificates if collected
- Email uploaded to Magiq Docs if emailed

Applicant's signature if collected at Council: _____