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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 is payable 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: \_\_\_\_\_