

# 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	
<b>Lot No:</b>	<b>Street No:</b>
<b>Street Name &amp; Locality:</b>	

Owner Authorisation <i>(required)</i>	
<b>Full Name(s):</b>	
<b>Current Residential Address:</b>	
<b>Contact Phone Number:</b>	<b>Email:</b>
<b>Signature(s):</b> <i>(written signature/s required)</i>	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	
<b>How would you like to receive your copy of plans?</b> <i>(Please note: not all plans can be emailed and may need to be posted)</i>	<input type="checkbox"/> Please email the plans to the email address below. <input type="checkbox"/> Please mail plans to the postal address below. <input type="checkbox"/> I will pick up the plans from the Shire <i>(please select which Shire Office):</i> <input type="checkbox"/> Gingin <input type="checkbox"/> Lancelin
<b>Full Name:</b>	
<b>Email:</b>	
<b>Postal Address:</b>	
<b>What plans are you requesting?</b> <i>(Please refer to the Fees &amp; 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: ..... .....
<b>Signature:</b> <i>(written signature required)</i>	
<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.

<b>Applicant Name:</b>	
<b>Applicant Signature:</b> <i>(written signature required)</i>	

**FOR CREDIT CARD PAYMENT PLEASE USE AUTHORISATION FORM ON NEXT PAGE**

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

## Credit Card Payment Authorisation

<b>Name on Card:</b>																			
<b>Card Number:</b>					-						-					-			
<b>Expiry Date:</b>	/										<b>CSV:</b>								
<b>Cardholder Signature:</b> <i>(written signature required)</i>																			

**PLEASE BE ADVISED THESE DETAILS WILL BE DESTROYED ONCE PROCESSED**