

Request for Copy of Building Plans

In order to request a copy of building plans, please complete (print) the following details:

Property Address:

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Lot No: House No: Street:

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Suburb

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Owner:

.....

Name of Person Making Request:

.....

Daytime Contact Phone Number:

.....

Signature:

Date:

.....

Comments: *(specific requests etc.)*

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Please note: If you are not the owner of the property, the reverse side of this form must be completed by the current owner or a letter authorising the Shire of Murray to release the plans, signed by the current owner of the property, must be provided. (Note, a copy of an offer and acceptance is **not** adequate.)

Please allow three to four working days for processing. You will be contacted when the plans are available.

Fee Structure for Copies of Plans:	GL Account - 1470230
Search Fee – <i>non refundable – must be paid with request</i>	\$50.00
A4 sheet	\$ 0.30 per sheet
A3 sheet	\$ 0.50 per sheet
A2 sheet	\$ 5.00 per sheet
A1 sheet	\$ 5.00 per sheet
A0 sheet	\$ 10.00 per sheet

Owner's Authorisation to Release a Copy of Building Plans

The current owner(s) of the property to complete (print) the following, authorising the Shire of Murray to release a copy of the building plans for their property.

I/we _____

as the current owner(s) of the property in question, hereby authorise the Shire of Murray to issue a copy of the building plans to: _____

Signature of Owner(s): _____ Date: _____

Office Use Only

Assessment No:

Licence No	Development	Located Y/N

Notes:

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Applicant Notified:

Name of Contact

Date

Officer