

# PLAN SEARCH REQUEST APPLICATION FORM

## Important Information

To request plans and/or relevant documents, please complete the below details. Please note that the application fee listed below (under the approximate age of building) applies to all search requests and is **non-refundable** in the event that plans cannot be located.

### Do you need to complete a Plan Search Request?

If you are looking for information and plans/layouts relating to underground cables, sewerage, or water.

This can be obtained for free by visiting **Dial Before you Dig** ([www.1100.com.au/](http://www.1100.com.au/))

### 1. Plans/Documents Requested:

<b>Building Department</b>		
<input type="checkbox"/> Dwelling(s)	<input type="checkbox"/> Commercial Building(s)	<input type="checkbox"/> Pool/Pool Fence
<input type="checkbox"/> Outbuilding (Shed/Carport/Patio/etc.) Please specify: _____	<input type="checkbox"/> Building Permit/License/s	<input type="checkbox"/> Addition(s)/Extension(s) to original structure
<b>Planning Department</b>		<b>Health Department</b>
<input type="checkbox"/> Planning Approval	<input type="checkbox"/> Septic Approval	<input type="checkbox"/> Other (please specify): _____

### 2. Application Details

Purpose of request (for new house additions, etc.): \_\_\_\_\_

Approximate age/year of building/structure/s (1992, etc.): \_\_\_\_\_

Application fee (based on above age of building/structure/s):

- Office copy records (for age 2000 and newer) - \$36.00  
 Archive copy records (age prior to 2000) - \$83.00

Property address for plan search:

Lot Number: \_\_\_\_\_ House Number: \_\_\_\_\_

Street: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_

Plans/documents to be sent via:

- Email or  Mail

Your email / mailing address:

\_\_\_\_\_  
\_\_\_\_\_

### 3. Your Details

Are you the property owner?  Yes or  No (you must get owner authorisation on next page)

Full Name: \_\_\_\_\_

This application is requested by:

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

*Please see next page for rest of application form.*

