

**REQUEST FORM
COPY OF PLANS OR RELATED INFORMATION**

Copies of building, planning &/or septic plans held by the Shire of Bridgetown-Greenbushes are made available to the property owner(s). To obtain a copy of your plans, please complete this form and lodge it with the required fee (\$73.60).

Please note: Officers will make every effort to locate the requested plans however regardless of whether or not the plans are located, the fee is non-refundable. Plans held by the Shire are not for public information and will not be released to a third party unless authorized in writing by the owner.

Property Details:

Lot/Location No:

Phone No.

Street Name:

Locality:

Plans Required: Please tick appropriate boxes for the plans requested:

☐ Floor Plan ☐ Elevations ☐ Site Plan ☐ Septic/Plumbing Plan

☐ Development Application Approval

Personal Details:

Name:

Postal Address:

Email Address:

Please complete one of the following Statements

1. I confirm that I am the owner of the above property and request that the plans be made available to me pursuant to Regulation 12(2) of the *Building Regulations 1989*.

Signature: _____ Date: _____

Note – If you are not the owner, the owner will need to complete and sign the following Statement

2. I hereby certify that I, _____ am the owner of the above property and give permission to the applicant to inspect or obtain a copy of the building plans for the property listed above.

Signature: _____ Date: _____

Please indicate if you wish to receive the documents via post

Please indicate if you wish to receive a digital copy of documents via email ☐

*** Office Use Only:**

Date Received: _____ Receipt No.: _____ Plans Provided: Yes / No If

Yes, Date released to Applicant: _____