

Plan Search Request Form



FRM Plan Search Request Form Rev2

Plans will be available to collect at the Shire of Irwin Reception Desk after you have been contacted by phone. Plans will only be posted upon request. Please allow 10 business days for requests to be completed.

Search Details

Loc No:

Lot No:

House No:

Street Name:

Plans Required

☐ Site Plan

☐ Floor Plan

☐ Building Permit

☐ Septic Plan

Description of property (house, shed, patio etc):

Requested By

Name:

Telephone:

Postal Address:

Email Address:

I confirm that:

☐ I AM the current owner of the abovementioned property, OR

☐ I AM NOT the current owner of the abovementioned property and have had the owner of the property sign below to authorise this search.

Signature:

Date:

PLEASE NOTE:

1. Application for search to be lodged with payment.
2. Real Estate Agents **cannot** authorise copies of plans without additional authorisation from the property owner.
3. Written authorisation is required from the **current** property owner in **all** cases (including property sale / settlement).
4. Owners requesting copies of Strata Plans will be given plans for their own unit ONLY. Should copies of the entire strata complex be required, written authorisation from the Strata Manager is required.
5. The Shire of Irwin accepts no responsibility for the loss or damage to the plans.

Office Use Only

Date of Search:

Receipt Number:

Completed by (Officer):