



Plan Search Request

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SEARCH DETAILS

Property Address:

Lot No: Diagram/Plan No:

Plans required: Building - full set of plans Development Approval
(Building permit or Development approval if known)

Specific plans or detail
(site plan, septic plan, etc.)

Requested format: Hard copy Or Email copy
(Depending on size USB or dropbox may be required)

Approx. year constructed (if known): If strata or unit please indicate on a map which structure.
For a battle axe property please circle: front or rear

Applicant:

Name: Phone:

Email: Signature: Date:

If you are not the owner of the property, the owner's authorisation is required below.
If property is in a company name ASIC or company letterhead will be required.

Owner:

Name: Phone:

Email: Signature: Date:

In completing this field you are authorising the above applicant to do the search on your behalf.

PLEASE NOTE

1. If the plans are of very large volume it is at the City's discretion to charge an hourly rate of \$50 an hour with an estimated cost of 50% deposit.
2. The plan search may take up to ten business days to complete.
3. Authorisation is required from the current property owner in all cases, including property sale/settlement. Real estate agents cannot authorise a plan search request.
4. Plan search requests relating to strata developments will only include plans for the unit(s) associated with the owner authorising the request. Should copies of the entire development be required, written authorisation from the Strata Manager is required. (fees are applicable to each unit)
5. The City of Bayswater accepts no responsibility for the loss, damage or unavailability of plans. In the event no plans are retrieved, a written request may be lodged for a 50% refund of the plan search fee.

