

REQUEST FOR COPIES OF PLANS



TOWN of
EAST FREMANTLE

135 Canning Highway, East Fremantle
admin@eastfremantle.wa.gov.au
9339 9339

PROPERTY DETAILS									
Lot No.		House No.		Street:					
PLANS REQUESTED									
<input type="checkbox"/> Floor Plans		<input type="checkbox"/> Site Plans		<input type="checkbox"/> Elevations			<input type="checkbox"/> Structural Details		
<input type="checkbox"/> Full House Set:		<input type="checkbox"/> Other:							
<i>Please note that some plans may not be available on the property file. All efforts will be made to provide you the requested plans.</i>									
Preferred method to receive plans:				<input type="checkbox"/> Email			<input type="checkbox"/> Post/Collect		
OWNER DETAILS									
Full Name:									
Address:									
Contact Number/Mobile:									
Email:									
Signature:						Date:			
Proof of identity attached: <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Rates Notice (Must be provided for request to be processed)									
APPLICANT DETAILS - (if not owner, you must submit owners signed authorisation)									
Full Name:									
Address:									
Contact Number:						Mobile:			
Email:									
Signature:						Date:			
FEES AND PAYMENT DETAILS – APPLICATION FEE - \$170.50									
<i>In the event that the file does <u>not</u> contain any plans, the fee is <u>not</u> refundable.</i>									
Cash		Payments can be made at the Town Hall, 135 Canning Highway, East Fremantle							
Credit Card		Please provide your credit card details below or leave blank and the Town will contact you for payment							
Credit Card Type:		Visa <input type="checkbox"/>		Mastercard <input type="checkbox"/>		Amex <input type="checkbox"/>		Name on Card:	
Credit Card Number:				/				/	
Expiry Date:				/					
OFFICE USE ONLY									
Ownership Verification:		<input type="checkbox"/> Drivers Licence		<input type="checkbox"/> Rates Notice			<input type="checkbox"/> Owners Signed Authorisation (attached)		
Application Fee:		Receipt No:							

PLEASE ALLOW UP TO 14 WORKING DAYS FOR PLAN RETRIEVAL.