**You are eligible to access plans and some documents under this application process if you answer Yes to any of the questions below. If you can not answer Yes then please do not proceed, please follow the Freedom of Information Application process linked** [**here**](https://www.nedlands.wa.gov.au/council/governance/access-to-information.aspx)**.**

1. **Are you the owner of the property – Yes/No**
2. **Have you received the owner’s consent to request documents – Yes/No**
3. **Are you an *interested person* under Reg 13 Building Regulations 2012**
	1. **Officer of the WA Police force  - Yes/No - or,**
	2. **Officer of Department of Fire and Emergency Services –Yes/No**

|  |  |
| --- | --- |
| **Property Address:** |  |
| **Owner / Applicant Name:** |  |
| **Owner / Applicant Signature:** |  |
| **Owner’s Written Consent Provided:** | **YES / NO / NA** |
| **Owner / Applicant Phone Number:** |  |
| **Postal Address:** |  |
|  |
| **Fee** | **Timeframe** | **Receipt Number** |
| **$99.00** | **7 Working Days**Depending upon availability, plans stored off-site in archives may take longer to obtain |  |

|  |
| --- |
| **How would you like to receive the plans? (Please tick)** |
| **Please call me when ready** |  |
| **Post my plans when ready** |  |
| **Collect from front counter at Council** |  |

|  |
| --- |
| **Please tick box to indicate the type of plans requested:** |
| **Architectural House plans**  |  |
| **Structural House Plans** |  |
| **Specific plans (if available)** |  |

|  |
| --- |
| **For Office Use** |
| Property ownership details have been verified. | YES - NO |
| Rates Notice, Driver’s Licence or Intranet (circle applicable) |
| Owner’s written authority to access plans is attached.  | YES – NO - NA |
| Fee has been paid | YES - NO |

|  |  |  |  |
| --- | --- | --- | --- |
| **Plans collected by:** |  | **Date:** |  |
| **Drivers licence sighted:** |  |