



Archive plan search application form

PROPERTY DETAILS	Lot no:	Street no:
	Street name:	Suburb:
	Is the property part of a strata?	
	<input type="checkbox"/> Yes, and have enclosed the relevant strata authorisation	
	Strata owner authorisation	
	If you are requesting copies of plans for an entire building, you will be required to produce written authorisation from all owners, in the means of:	
	<ul style="list-style-type: none"> • A letter clearly stating who is authorised to request copies of plans with the signature of each owner; or • A letter from the body corporate/strata company/council of owners which clearly states who is authorised to act on behalf of the owners with the signature of each authorised person; or • A copy of the body corporate/strata company/council of owners meeting minutes which clearly state who is authorised to act on behalf of the owners, with the signature of each authorised person. 	

APPLICANT DETAILS	Name:	
	Company name (if applicable):	
	Phone:	Email:
	Signature:	Date:
	<input type="checkbox"/> I am the current owner of the property OR	
	<input type="checkbox"/> I am not the current owner of the property and have enclosed signed written authorisation from the current owner(s)	
	Owner name(s):	Phone:
	Postal address:	

PLANS REQUESTED

To assist us in processing your request, what is the reason for this archive plan search" i.e. to check structure has been approved, to prepare plans for future development.

Are there particular archive plan(s) you are after? If so, please provide as much detail as possible such as type of development, estimated year of approval, type of plan/document – attach additional page(s) if needed.

How would you like to receive the archive plans?

Email **OR** Collect from Town of Victoria Park office

On occasion, archival records or information that a customer has requested for the relevant property are not found. Should this occur, the archive search fee is non-refundable.

Office use only

<input type="checkbox"/> Search fee paid	Date / /	Receipt number: _____
<input type="checkbox"/> Plans ordered	Date / /	
<input type="checkbox"/> Customer contacted*	Date / /	* where multiple plans are found from archive search request
<input type="checkbox"/> Archive plans sent	Date / /	



TEL (08) 9311 8111 **FAX** (08) 9311 8181 **ABN** 77 284 859 739
EMAIL admin@vicpark.wa.gov.au **VISIT** victoriapark.wa.gov.au
Administration Centre, 99 Shepperton Road, Victoria Park WA 6100
Locked Bag No. 437, Victoria Park WA 6979