

Plan Perusal

About this form

Use this form to make an application for perusal of the building plans for a certain property. Owners consent is required and can be provided on this form or a separate letter of authority. You will be contacted when the search has been completed and advised of additional file retrieval charges. Plans are available for viewing at the customer services counter only and are held for a period of ten (10) working days.

Copying of files

Copying is permitted with the consent of the author of the documents or if the application is over ten (10) years old. Copying shall be either at Council at a charge or by private facility as approved by the Council. In the case of private facility, arrangements will be made to have the documents delivered and collected and charges shall be paid directly to the private facility.

Contact details

Title:	<input type="text"/>
Full name:	<input type="text"/>
Company contact:	<input type="text"/> ABN / ACN: <input type="text"/>
Address:	<input type="text"/>
Phone:	<input type="text"/> Email: <input type="text"/>

Site details *(Location and title description of the property)*

Unit, shop or suite no:	<input type="text"/>	Street no:	<input type="text"/>
Street name:	<input type="text"/>	Suburb:	<input type="text"/>
Lot(s):	<input type="text"/>	Section:	<input type="text"/>
Deposited plan(s):	<input type="text"/>	Strata plan:	<input type="text"/>

Who owns the land?

Title:	<input type="text"/>
Full name:	<input type="text"/>
Company contact:	<input type="text"/> ABN / ACN: <input type="text"/>
Address:	<input type="text"/>
Phone:	<input type="text"/> Email: <input type="text"/>

Owner's details and consent

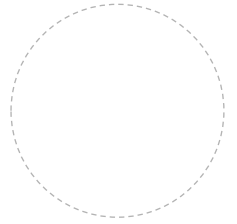
NOTE: Must be signed by the owner of the land. If more than one owner, every owner must sign. If the owner is a company or owner's association, must be signed by a director under common seal, or by provision of ABN/ACN together with your position in that Company.

As the registered owner(s) of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Family name:

Given name:

Company name:



Affix Common Seal

Signature:

Date:

Address:

Family name:

Given name:

Company name:

Signature:

Date:

Address:

**Company/
Strata Corp:**

Position:

**ABN /
ACN:**

Files being sought

Declaration

I am applying to access the building plans for the subject property, in accordance with Council's "Plan Perusal" procedure. I agree to pay all required file retrieval and copying fees, in accordance with Council's adopted fees and charges. I declare that all the information given is true and correct.

Name:

Signature:

Date:

Fees *(Fees are valid until 30 June 2023)*

The current fee for this service is \$30.50 application fee per property plus \$85.50 per file retrieved. The file retrieval charges do not have to be paid at the time of lodging the application.

Privacy

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

Fee type	Fee	Receipt code
Plan Perusal application fee:	\$30.50	T29
File retrieval fee:	\$85.50	T246
Other:		
Total:		
Date files ordered:		
Date applicant contacted:		
Date files accessed:		
Cashiers name:		Signature: <input type="text"/>
Payment processed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date: <input type="text"/>