

To obtain a copy of the plans, please complete this form in full and return it to:
 City of Rockingham, PO Box 2142, Rockingham DC WA 6967 or alternatively email
customer@rockingham.wa.gov.au

Please note the quality of the originals may have deteriorated or may not be available.

Please complete the following particulars for the property relating to the plans which are to be copied:		
House No.:	Lot No.:	<input type="checkbox"/> Duplex or <input type="checkbox"/> Strata (see over)
Street:		
Suburb:		Postcode:

Type of copy required:	Quantity	Fee/Copy	Cost
Full Set (Per Dwelling) - Residential Building Plans (includes site plan, floor plan, and elevations)		\$60.00 Per set*	
Partial Set - Residential Building Plans Please tick <input type="checkbox"/> Site Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Elevation <input type="checkbox"/> Copy of Permit		\$25.00 Each	
Commercial Building Plans (includes site plan, floor plan and elevations)		\$100.00 Per set*	

* Please note additional charges apply for large plans bigger than A3

Owner's details (owner's signature authorises applicant to obtain copies of plans):	
Name/Company Name:	
Street:	
Suburb:	Postcode:
Contact phone number:	
Owners signature:	Date:
Email address:	
Applicant Details:	
Name/Company Name:	
Postal/Street:	
Suburb:	Postcode:
Contact phone number:	
Email address:	
Please tick delivery method (choose one):	
<input type="checkbox"/> Applicant's address as above <input type="checkbox"/> Email address <input type="checkbox"/> In person	

Conditions

1. If you are not the owner of the requested property, please be advised that the owner's authorisation (signature) is required for the release of the plans.
2. Plans prior to 1970 may not be available.
3. If the building forms part of a strata, duplex or any non-green title lot etc., consent from the strata corporate body or individual owners may be required.
4. The process can take up to five working days.
5. The City will provide the plans to the best of its ability, however, it cannot guarantee the quality of the print, as the original plans may be subject to fair wear and tear, blurred print etc.
6. Incomplete forms will be returned.
7. Full payment is required before the building plans will be released.
8. If the owner is a company name, legal written authorisation is to be included.

I accept the above conditions	
Owner signature:	Date:
Applicant's signature:	Date:

Authorisation to obtain plans (strata/duplex)	
I/We of	
Authorise the abovementioned applicant to obtain plans as requested.	
Owner's signature:	Date:

OFFICE USE	
Customer Service Officer:	
CRM Number:	Date: