

# REQUEST FOR COPIES OF PLANS



TOWN of  
**EAST FREMANTLE**

135 Canning Highway, East Fremantle  
[admin@eastfremantle.wa.gov.au](mailto: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>					
<b>Preferred method to receive plans:</b>		<input type="checkbox"/> Emailed	<input type="checkbox"/> Post/Collect		
OWNER DETAILS – (You must provide a copy of your driver's licence or rates notice to confirm ownership)					
Full Name:					
Address:					
Contact Number/Mobile:					
Email:					
Signature:				Date:	
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 - \$104.85					
<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				
Cheque:	Cheques are to be made payable to the Town of East Fremantle and are to be attached to your application and mailed to PO Box 1097, Fremantle WA 6959				
Credit Card: Please provide your credit card below					
Credit Card Type	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Name of Card:		
Credit Card Number:		/		/	
Expiry Date:		Card Holders Signature:			
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.**