



Ordering a Plan

Land Enquiry Services Quick Guide

Last Updated: 7th of September 2023

Version: 3



Locate



Value



Secure

Ordering a Plan

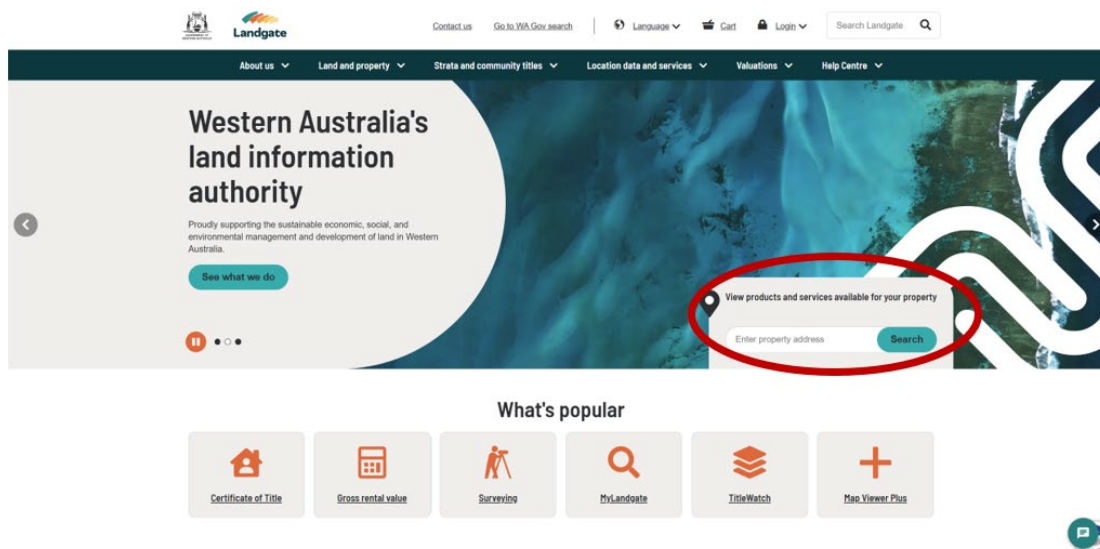
A copy of a Plan can be ordered through Land Enquiry Services located on the Landgate corporate website. Add the Certificate of Title to the cart, pay with your credit card or Billing Account, and receive a PDF copy via email within 30 minutes of successful submission.

If you have a Billing Account, you will need to log in to have access to the Industry products, and charge your account.

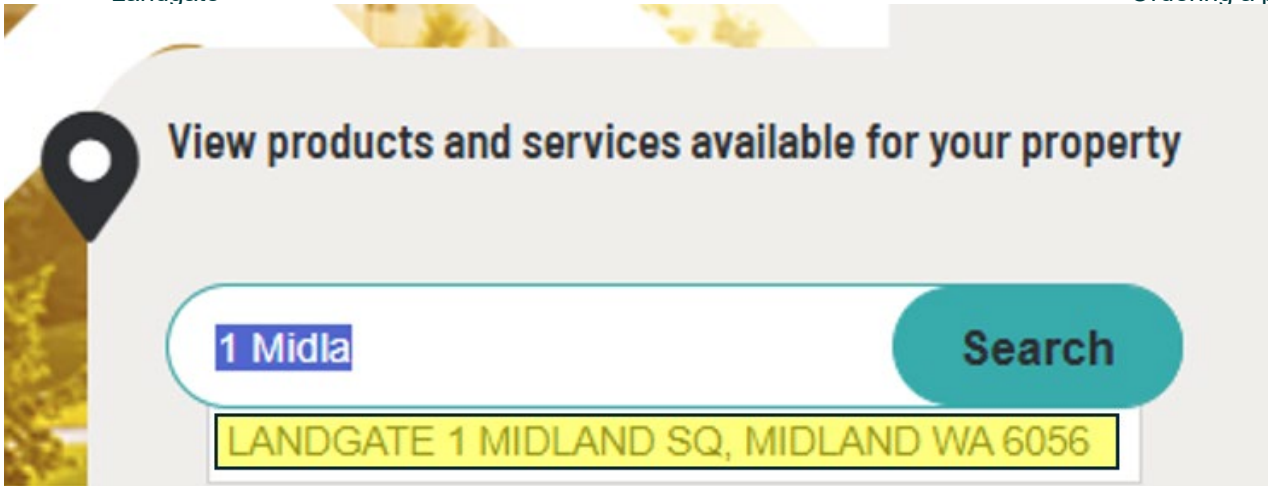
There are two main methods for searching for your property's Certificate of Plan/Survey. It is recommended if you are unsure of the address, or wish to confirm the property through aerial overview prior to purchase, to follow the steps of **Searching in Land Enquiry Services**.

Searching from the Website

From the [Landgate Home Page](#) enter the property street address of interest in the "View products and services available for your property" field

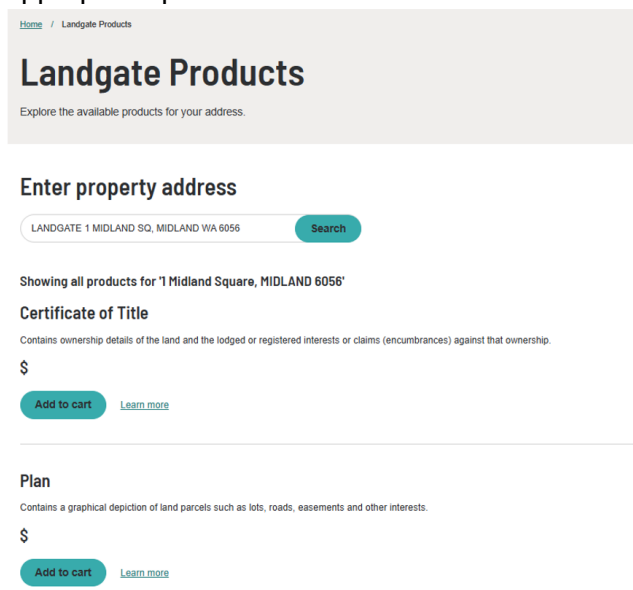


Landgate's Address Verification Service will provide street address options based on your entry. Select the appropriate address once the option has presented.



If your address is not presented as an option, you may be required to search the property using alternative options presented under **Searching in Land Enquiry Services** from this guide.

Selecting an address will proceed to a Landgate Products page where products applicable to the property searched will be presented. Products can be submitted to your cart by selecting “Add to cart” beneath the appropriate product of interest.



Upon adding the product to cart, the cart link at the top of the page will update accordingly. Selecting this will take you to the cart for review and payment options listed under **Completing your order** in this guide

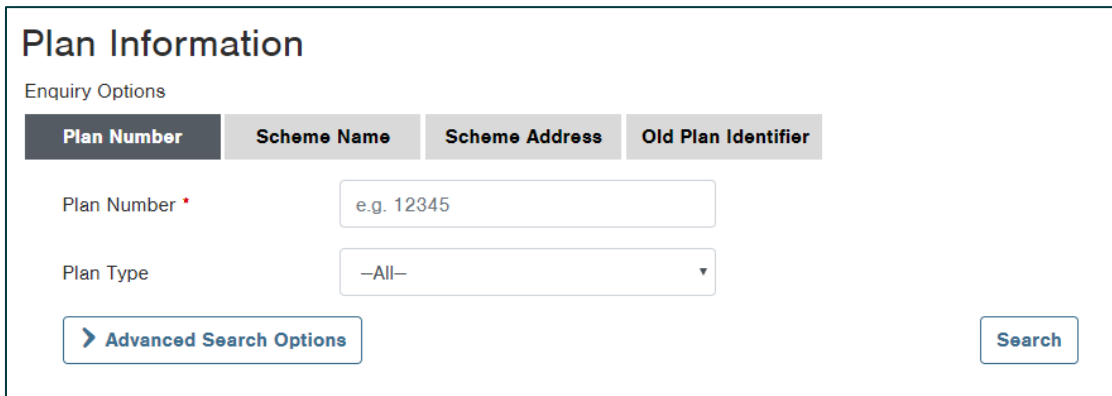


Searching in Land Enquiry Services

Open Land Enquiry Services and select 'Plan Information'.

The screenshot shows the Landgate website interface. At the top left is the Government of Western Australia logo and the Landgate logo. The main navigation bar includes links for 'About', 'FAQs', 'Glossary', 'Helpful Resources', and 'Contact Us'. A shopping cart icon shows '1 Items, \$31.60' and a 'Guest User' dropdown menu. Below the navigation bar is a secondary menu with 'Land Information', 'Dealing Status', 'Products', and 'Other Services'. The 'Land Information' section is active, showing sub-tabs for 'Land Information', 'Dealing Status', 'Products', and 'Other Services'. The main content area features five service cards: 'Title Information', 'Plan Information' (circled in red), 'Reserve Information', 'Power of Attorney Information', and 'Ownership History'. Each card includes an icon, a title, and a brief description of the service.

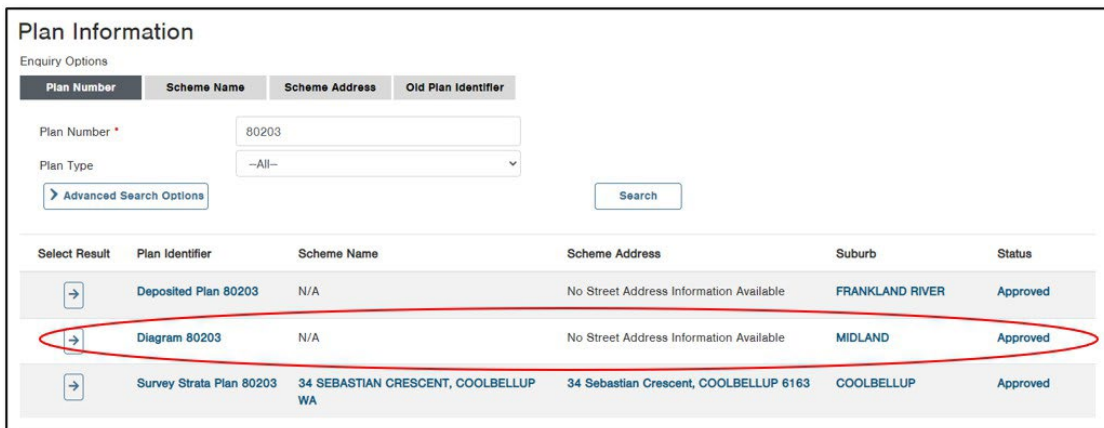
Select the desired enquiry option to search the criteria you have available and then select 'search'.






The image shows a search form titled "Plan Information". Under "Enquiry Options", there are four tabs: "Plan Number", "Scheme Name", "Scheme Address", and "Old Plan Identifier". The "Plan Number" tab is selected. Below the tabs, there is a text input field for "Plan Number" with a red asterisk and a placeholder "e.g. 12345". There is also a dropdown menu for "Plan Type" with the option "--All--". At the bottom, there are two buttons: "Advanced Search Options" and "Search".

Continue to the Plan Details Screen

Once the results appear on the screen, you will need to select the property you wish to see more details on. You can click on the result line, including the arrow button.



The image shows the search results for the "Plan Information" form. The search criteria are "Plan Number: 80203" and "Plan Type: --All--". The results are displayed in a table with the following columns: "Select Result", "Plan Identifier", "Scheme Name", "Scheme Address", "Suburb", and "Status". Three results are shown, with the second row circled in red.

Select Result	Plan Identifier	Scheme Name	Scheme Address	Suburb	Status
	Deposited Plan 80203	N/A	No Street Address Information Available	FRANKLAND RIVER	Approved
	Diagram 80203	N/A	No Street Address Information Available	MIDLAND	Approved
	Survey Strata Plan 80203	34 SEBASTIAN CRESCENT, COOLBELLUP WA	34 Sebastian Crescent, COOLBELLUP 6163	COOLBELLUP	Approved


Once on the Plan Details screen, you will see some information on the left-hand side and a Map Viewer Plus image on the right. Use these details to help confirm you have the correct plan.

Diagram 80203

Plan Details

General Details

Plan Identifier: Diagram 80203
Plan Purpose: Subdivision



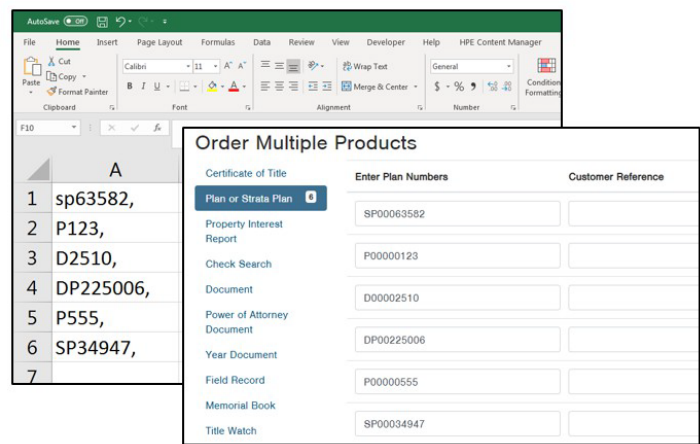
[Click to Launch Map Viewer Plus](#)

Scroll down the page to see the product tiles available and select the Plan product by clicking add to cart. You are ready to complete your order.

Select a product below to add it to your cart:

<p>Diagram 80203 View more details</p> <p>\$27.20</p> <p>Add to Cart</p>	<p>Suburb Sales Report for MIDLAND (Last 6 Months, 129 Records) View more details</p> <p>\$69.66</p> <p>Add to Cart</p>
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Need to order more than one plan? Conduct a fresh search by entering new criteria to locate and add more products to your order.



Certificate of Title	Enter Plan Numbers	Customer Reference
Plan or Strata Plan	SP00063582	
Property Interest Report	P00000123	
Check Search Document	D00002510	
Power of Attorney Document	DP00225006	
Year Document	P00000555	
Field Record		
Memorial Book		
Title Watch	SP00034947	

1 sp63582,
2 P123,
3 D2510,
4 DP225006,
5 P555,
6 SP34947,
7

DID YOU KNOW?

If you have a list of plans or Strata Plans separated by commas, you can copy and paste them into the Order Multiple Products screen.

Land Enquiry Services automatically separates each product into a new

Searching in Map Viewer Plus

Without a Street Address

Open Map Viewer Plus from the Landgate website under Location Data and services > Maps > Online Maps > Map Viewer Plus

Map Viewer Plus

View and discover authoritative land and property related information for Western Australia, Cocos (Keeling) and Christmas Islands.



What is Map Viewer Plus?

Map Viewer Plus is an interactive online mapping application for the discovery of land and property information and related purchasable products. It enables users to:

- Search for, and view land and property information in Western Australia
- display the extent of property and administrative boundaries
- discover and purchase Landgate products available for your property of interest such as Titles, Documents, Surveys, sales reports and aerial imagery etc
- cadastral survey research for geodetic marks and survey information
- get a birds eye view of the State of WA

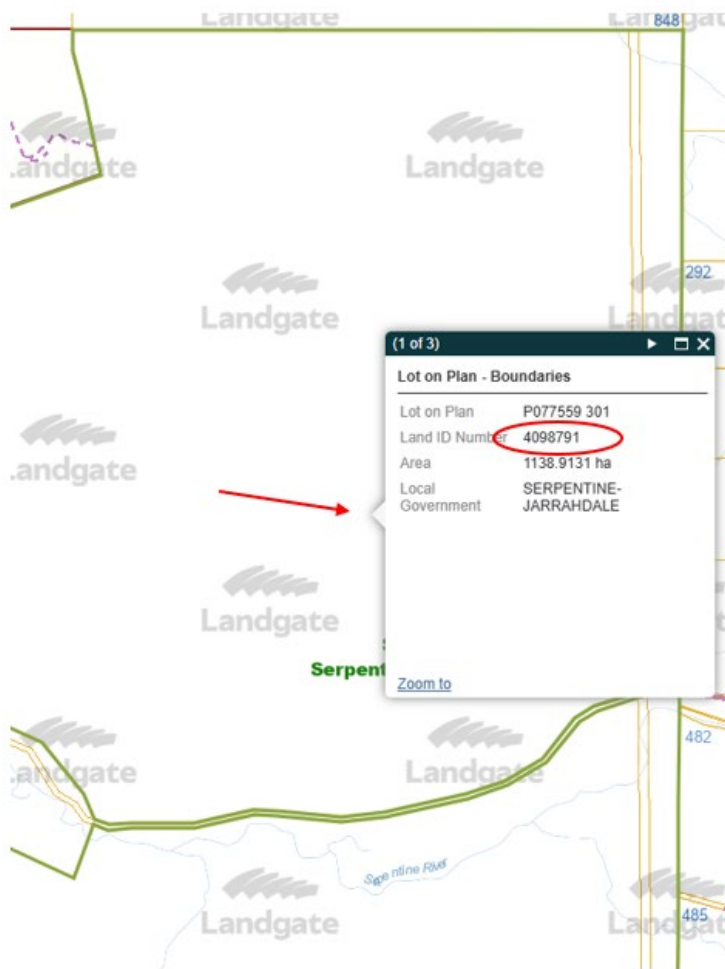


[Launch Map Viewer Plus](#)

Map Viewer Plus will open in a new tab. Please read and agree to the Terms of Use presented on open.

Once Map Viewer Plus has opened, navigate to the land of interest and click within it's boundaries.

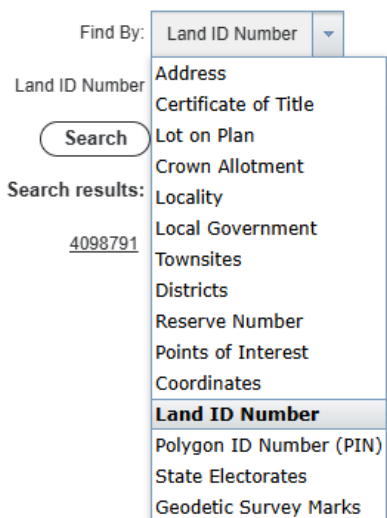
A dialogue box will open that displays the Land ID Number for the parcel of land. Copy or note down this number.



Select the Search icon in the top right of the page:

In the "Find By" drop down, select "Land ID Number"

Find a location:



- 1: Enter the Land ID Number from the Parcel of interest and select Search.
- 2: Under Search Result select the Land ID Number:

Search

Find a location:

Find By: Land ID Number **1**

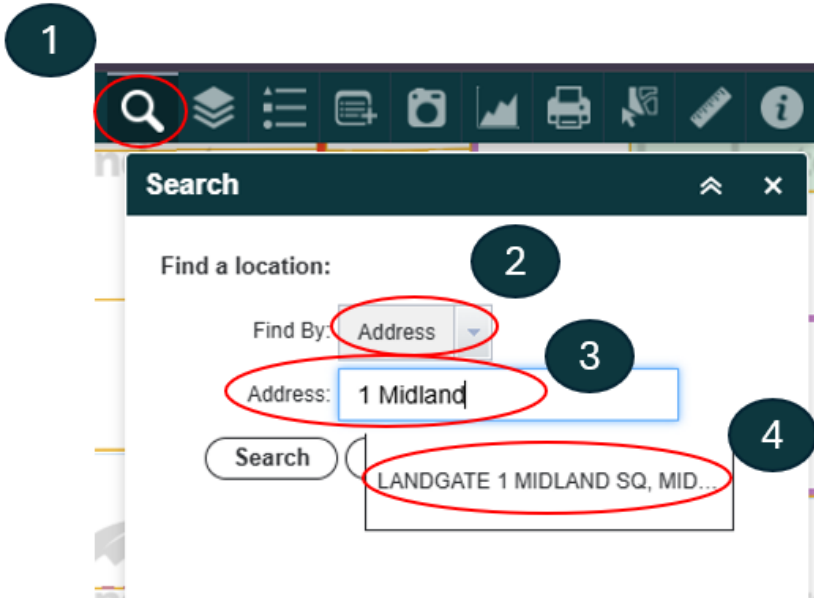
Land ID Number 4098791

Search results: **2**

4098791

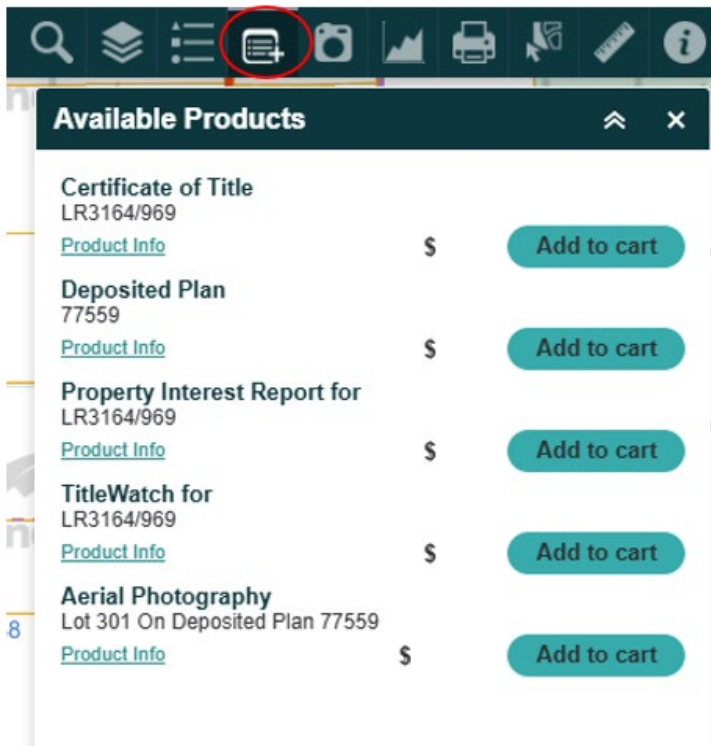
Searching with an Address

With Map Viewer Plus Open, Select the Search Icon (1), Selected Find by Address (2), type the address of the property of interest (3) the Address Verification System will prompt available addresses, once the address of interest is displayed, select the address (4)



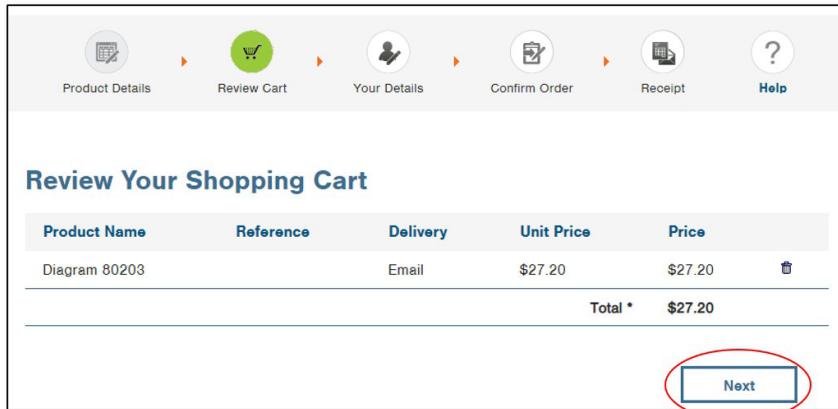
Adding Products to Cart


If "Available Products does not automatically present, select the Available icons tab and add required product to cart.



Completing Your Order

Click onto the cart icon at the top of the page to view the items you have added to your order.



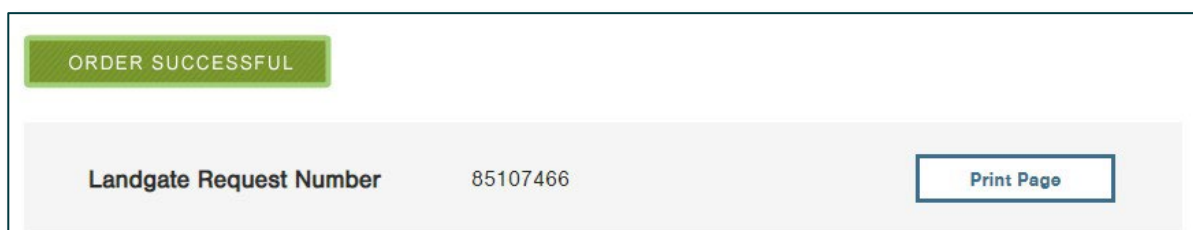
Product Name	Reference	Delivery	Unit Price	Price	
Diagram 80203		Email	\$27.20	\$27.20	
Total *				\$27.20	

[Next](#)

Select Next, enter your payment details and ensure they are correct before proceeding to the confirmation screen.

Read the confirmation screen carefully to ensure your cart contains all the correct items, then confirm and submit your order.

Once Landgate has successfully received payment, you will be provided with the request number and confirmation of the email address the product will be sent to.



ORDER SUCCESSFUL

Landgate Request Number 85107466 [Print Page](#)

If your order has not been received within 30 minutes, please don't re-order. Contact Customer Service who can assist you; this will avoid you being charged twice for the same product.