



Ordering a Plan

Land Enquiry Services Quick Guide

Last Updated: May 2019

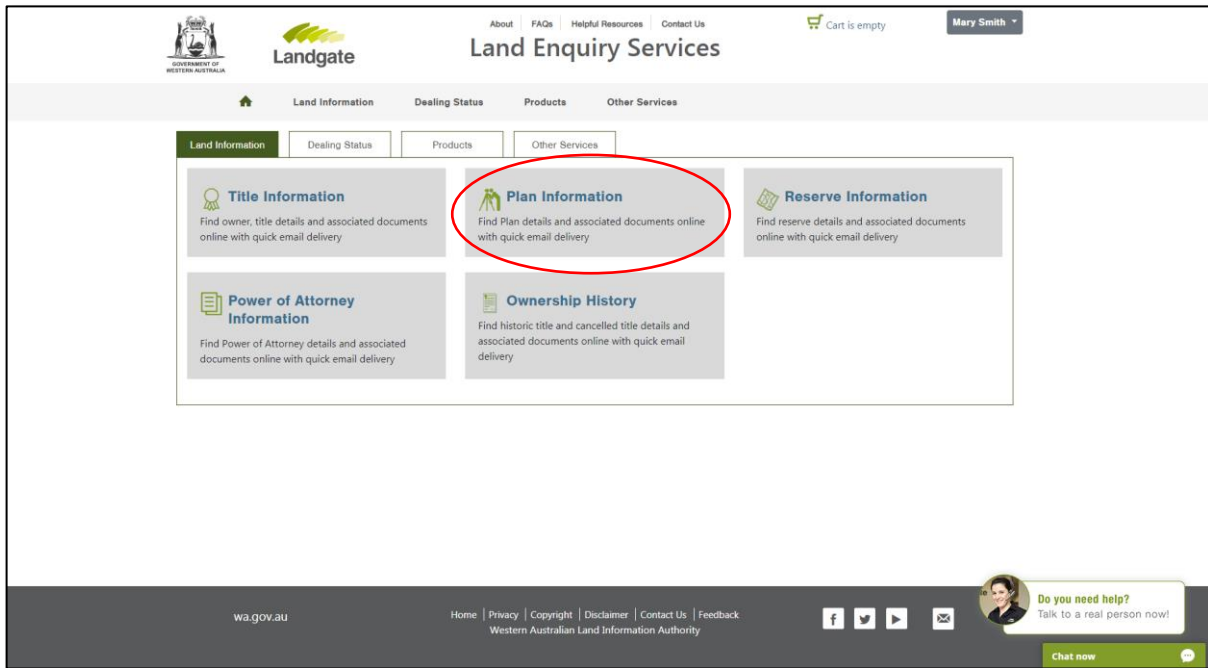
Version: 1

Ordering a Plan

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

Searching in Land Enquiry Services

Open Land Enquiry Services and select 'Plan Information'.



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

Plan Information

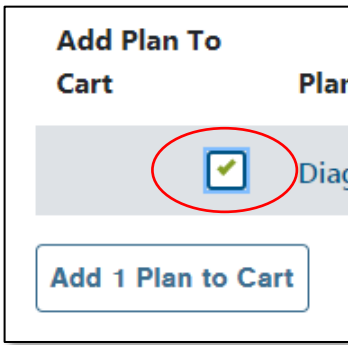
Enquiry Options

Plan Number	Scheme Name	Scheme Address	Old Plan Identifier
Plan Number *	<input type="text" value="e.g. 12345"/>		
Plan Type	<input type="text" value="-All-"/>		

[Advanced Search Options](#)

Adding the Product to Your Cart

Once the results appear on the screen, you can tick the box to add the plan straight to your cart. If this lists more than one plan, you can tick multiple boxes.



Alternatively, you can launch the 'Plan Details' screen to see more information.

Plan Information

Enquiry Options

Plan Number	Scheme Name	Scheme Address	Old Plan Identifier
Plan Number *	80203		
Plan Type	Diagram		

[Advanced Search Options](#)

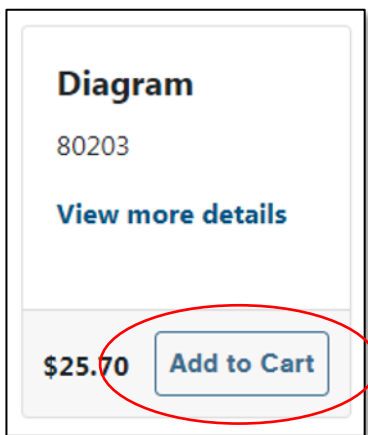
Add Plan To Cart	Plan Identifier	Scheme Name	Scheme Address	Suburb	Status
<input type="checkbox"/>	Diagram 80203	N/A	No Street Address Information Available	MIDLAND	Approved

[Select Plan to add to Cart](#)

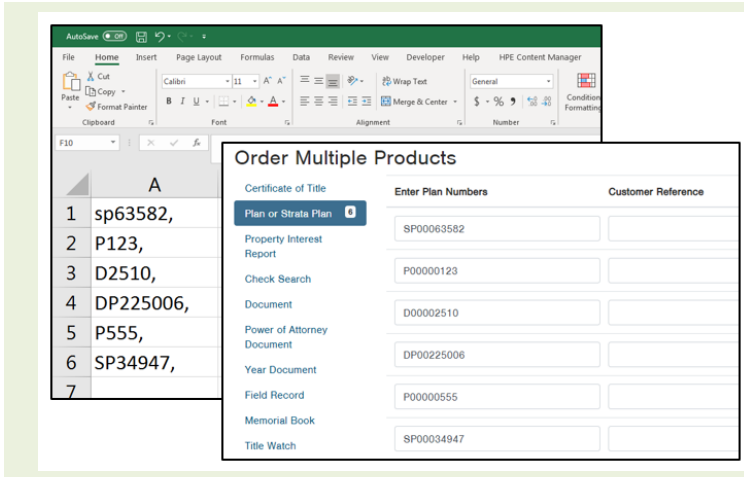
DID YOU KNOW?

If you want to see more details about a plan, you can click on a result. This will launch the Details page and provides you access to information, an image if available, and the related products for the plan.

Once on the Plan Details screen, scroll to the bottom to see the products available, and select the Plan product.



Need to order more than one plan? Conduct a fresh search by entering new criteria to locate and add more products to your order.



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 line saving you time and increasing accuracy.

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 inc GST	Price inc GST
Diagram 80203		Email	\$25.70	\$25.70
* Delivery costs will apply if compressed file size is greater than 600MB			Total *	\$25.70

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.