

# REQUEST FOR PROPERTY BUILDING PLANS

## 1. Property Details

Property Street address

<i>Lot Number</i>	<i>Street Number</i>	<i>Street Name</i>	
<i>Suburb</i>		<i>State</i>	<i>Postcode</i>

## 2. Terms and Conditions

- Only copies of approved plans will be provided.
- Plans will not be issued until the relevant fees have been paid.
- Plans will not be issued unless the owner has signed this form.
- If the property is owned by a company, written permission must be provided. This permission must:
  - Authorise the applicant to request, pay and collect plans on the owner's behalf;
  - Be either a letter on company letterhead or an email with company logo in the signature; and
  - Contain the name, position title and direct contact details.
- If the property is owned by a trust, signed authorisation must be provided by the trustee.
- The City will not be held liable if incorrect information is supplied or plans are unable to be located.
- May take up to 10 Business Days for completion of request.
- **Copies of plans obtained from the City are to be used as a guide only and cannot be used to re-submit for any proposed works for planning or building approval. New plans will be required.**

## 3. Owner Details

Owner's name

Postal address

Email Address

Phone/fax

Declaration

Signature

Owner's name			
Postal address <i>PO Box or street address</i>			
<i>Suburb</i>		<i>State</i>	<i>Postcode</i>
Email Address			
<i>Phone</i>	<i>Mobile</i>		<i>Fax</i>
Declaration I have read the above Terms and Conditions and request a copy of plans for the above property. I give authorisation to the applicant to request, pay and collect plans on my behalf.			
Signature		<i>Date</i>	

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## 4. Applicant's Details (if different to owner)

Applicant's name			
Postal Address (if required for postage)	<i>PO Box or street address</i>		
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
Email Address			
Phone	<i>Phone</i>	<i>Mobile</i>	<i>Fax</i>
Declaration	I have read the below Terms and Conditions and have authorisation from the owner to make this application.		
Signature		<i>Date</i>	

## 4. Search Fees

Details	Price	Paid
Search Fee: Residential	\$15.00	Y
Search Fee: Commercial	\$25.00	Y

**PLEASE NOTE: (Search fees to be paid at time of request. Council may have to conduct an extensive search of council records in order to fulfill this request; therefore the search fee is non-refundable, including situations where plans cannot be located.)**

## 5. Requested Plans

Septic / As Constructed		<input type="checkbox"/>
Swimming Pool Inspection Report		<input type="checkbox"/>
<b>Structure/s Type:</b> _____		
Residential	Cost Per Structure	Please Tick If Requested
Site Plan	\$15.00	<input type="checkbox"/>
Floor Plan	\$15.00	<input type="checkbox"/>
Elevations	\$15.00	<input type="checkbox"/>
All Other Approved Plans	\$35.00	<input type="checkbox"/>
Approved Building Documents ( <i>eg. Permit</i> )	\$15.00	<input type="checkbox"/>

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Commercial	Cost Per Structure	Please Tick If Requested
Site Plan	\$25.00	<input type="checkbox"/>
Floor Plan	\$25.00	<input type="checkbox"/>
Elevations	\$25.00	<input type="checkbox"/>
All Other Approved Plans	\$55.00	<input type="checkbox"/>
Approved Building Documents (eg. Permit)	\$15.00	<input type="checkbox"/>
		<b>Quantity</b>
Photocopy Charge BW (A2 – A0)	\$2.00 per page	
Photocopy Charge COLOUR (A2 – A0)	\$8.00 per page	

**Total Amount**

\$

## 5. Collection Details

Collect from the City of Kalgoorlie-Boulder administration office

Posted

By Email (if less than 8MB or Dropbox if more than 8 MB)

Email Address: \_\_\_\_\_

## 5. Payment Type

City of Kalgoorlie-Boulder administration office

Credit Card (via phone on 9021 9600)

Cheque

Invoice

**Office Use Only**

<b>Fees Paid</b>	<b>Yes / No</b>	<b>Building Plans Request Search Fee</b>
<b>Plans Received</b>	<input type="checkbox"/>	<b>ECM – Enquiries – Development and Building Controls</b>
<b>Lot Number:</b> _____	<b>Assessment Number:</b> <u>A</u> _____	<b>Officer:</b> _____