

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

| | | | | |
|---|--|---------------|--------------|-----------------|
| | | | | |
| <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> | |

5. 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.)

6. Requested Plans

| Septic / As Constructed | | <input type="checkbox"/> |
|----------------------------------|--------------------|--------------------------|
| Swimming Pool Inspection Report | | <input type="checkbox"/> |
| Structure/s Type: _____ | | |
| 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 (specs) | \$35.00 | <input type="checkbox"/> |
| Approved Building Permit | \$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 (<i>eg. Permit</i>) | \$15.00 | <input type="checkbox"/> |
| | | Quantity |
| Photocopy Charge BW (A2 – A0) | \$2.00 per page | |
| Photocopy Charge COLOUR (A2 – A0) | \$8.00 per page | |

Total Amount

\$

7. Collection Details

Preferred method: Email (if less than 8MB or Dropbox if more than 8 MB)

Email Address: _____

Collect from the City of Kalgoorlie-Boulder administration office

Posted

8. Payment Type

City of Kalgoorlie-Boulder administration office

Credit Card (via phone on 9021 9600)

Cheque

Office Use Only

Fees Paid

Yes / No

Plans Received

Building Plans Request Search Fee
ECM – Enquiries – Development and Building Controls

Lot Number: _____

Assessment Number: A _____

Officer: _____