

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 14 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

PO Box or street address

Suburb

State

Postcode

Email Address

Phone/fax

Phone

Mobile

Fax

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

Date

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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	\$32.00	
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		☐
Swimming Pool Inspection Report		☐
Structure/s Type: _____		
Type	Cost Per Structure	Please Tick If Requested
Site Plan	\$19.00	
Floor Plan	\$19.00	
Elevations	\$19.00	
All Other Approved Plans (e.g. specs	\$42.00	
Approved Building Permit	\$18.00	
		Quantity
Photocopy Charge BW (A2 – A0)	\$3.00 per page	

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Photocopy Charge COLOUR (A2 – A0)	\$9.50 per page	
Photocopy Charge BW (A3)	\$1.00 per page	
Photocopy Charge COLOUR (A3)	\$3.00 per page	

Total Amount

\$

7. Collection Details

Preferred method: Electronic ☐

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 ☐

Lot Number: _____

Building Plans Request Search Fee

Assessment Number: A _____

Officer: