

REQUEST FOR COPY OF BUILDING PLANS

The City of Albany building plans are archived in original form as a Building Licence envelope with plans contained inside. Listed below is the information generally contained within the licence envelope:

- A site plan, floor plan and elevations; and
- Specifications for the construction (where applicable).

Please note: The City of Albany does not possess copies of all building plans approved prior to 1st July 1998.

When are Copies of Plans Useful?

- When you are intending to purchase a dwelling; or
- Intending to add onto the existing dwelling and require information that can be sought from existing plans; or
- Establishing dates of issue of a licence or inspections carried out against the Building Licence.

Who Can Request Copies of Plans?

- A person who, according to the City of Albany's records, is the registered owner of the dwelling, and applies for a search request; or
- A person who is authorised, in writing, by the owner and applies for a search request.

Note: The Council will request proof of identity for confidentiality reasons.

How Do I Obtain a "Search Request Form"?

- A copy of the form is attached to this information pack.
- One form per property must be completed.

Should you need further copies of the forms, they are available from the City's customer services staff or you can request that a copy be sent to you by phone, fax or email or you can download the form from the City's website.

Can the Original Plans and Specifications be Released?

No, only photocopies of original information will be made available.

When Do I Pay The Fee?

The non-refundable search fee is \$35.00 per building licence requested and is payable when you lodge the application.

Remember one form must be completed per building licence. Also it will assist staff if you specify what plans/information you require.

What if There are no Plans for My Property?

If no plans are available following the search, you will be contacted.

When Can I Pick Up the Copies of the Plans?

Once the Search Request Form has been completed:

- The plans will be retrieved from archives (if available). The search and copy process can take up to 10 working days.
- You will be contacted once the plans are ready for collection.
- They must be collected in person from the City's customer services staff.
- Plans can be posted if the request is made in writing on the application form.

More Information

Should you have any questions or require any further information, please contact a member of the Building Services Team by either phoning on 9841 9382, by email building@albany.wa.gov.au or in person at the City Offices.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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Synergy Reference No: NF06689_4

SEARCH REQUEST FOR BUILDING PLANS

| ADDITIONAL CHARGES FOR COPYING PLANS: | | | | |
|---------------------------------------|------------------|----------------|------------|----|
| Plan Print | Charge per Sheet | Cost (Inc GST) | Number | \$ |
| A4 | 0.45 | 0.50 | | |
| A3 | 1.09 | 1.20 | | |
| A2 | 2.27 | 2.50 | | |
| A1 | 3.64 | 4.00 | | |
| | | | | |
| | | | Total Cost | |

OFFICE USE ONLY

Date Request Received: _____

Plans retrieved on: _____

Photocopied on: _____

Paid: _____

Receipt Number: _____

File on: A _____