Building Services – Building Plans Search Request

Applicant Details

Name:			
Business name (if applicable):			
ABN (if applicable):			
Address:			
Telephone:		Mobile:	
Email address* (required):			

**Plans are emailed to the provided email address*

Property Details

Full name(s) of property owners"					
House #		Lot #		Unit #	
Street name:					
Suburb:					
Location within multi or commercial development (e.g. nearest road, NW corner, middle unit)					

Plans Required – tick applicable

- ☐ Dwelling only
- ☐ Site Plan only
- ☐ All approved building plans and permits
- ☐ Building Permit documentation only / Building Class (no plans required)
- ☐ Other – please specify information required

Applicant's Signature – terms and conditions

By signing this form, I understand and accept the following terms and conditions

1. If the property is Strata Titled, a letter of authorisation from the Strata Body is required.
2. The search fee is non-refundable.
3. Every effort will be made to locate the requested plans, the City of Albany is not liable in the event that incorrect information is supplied or the plans are not found.
4. Additional copying fees may be payable should a hard copy be required.
5. As the applicant, if I am not the owner of the property, the owner's signed authorisation below is required.
1. It can take up to 14 working days to search for and copy any plans.

Signature:		Date:	

The following authorisation is required if you are **not** the property owner.

I_____the owner of the above mentioned property authorise the applicant on this form to order and receive the requested documentation.

Signature:		Date:	

Fees – Residential or Commercial

DO NOT provide credit card details with your form, staff will phone the applicant to collect credit card details.
If you haven't been contacted for payment within five (5) days of submission – please phone: 6820 3040

☐	**Residential** - full set of residential plans (single dwelling) Minimum charge per building permit – additional charges apply to multiple dwellings	$65
☐	**Commercial/Industrial** Minimum charge per building permit - if there are multiple building permits to search we will contact you	$105 Base rate

**If your email address is unavailable – additional printing charges may be applicable*

Additional charges for copying plans

Plan print size	Charge per sheet (incl GST)	OFFICE USE	
		Number of sheets	Cost $
A4	$1.80		
A3	$3		
A2	$5		
A1	$5.50		
A0	$8		
		Total cost:	$ 0.00

Email the completed application to planning@albany.wa.gov.au

OFFICE USE ONLY

Assessment No#		Fees requested:	
Building Permit Nos#		Amount paid:	
		Date paid:	
		Receipt Number:	

Archive card checked:	☐ Yes ☐ No	Archive files requested:	☐ Yes ☐ No
Electronic only:			
Notes:			

Plans checked by:		Date completed:	

Privacy Collection Notice

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the Privacy and Responsible Information Sharing Act 2024. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

Contact:
City of Albany Privacy Officer
Phone: 08 6820 3000