

SEARCH REQUEST FOR BUILDING PLANS

ATTENTION: BUILDING SERVICES

Property Address

House#:	Street Name:
Lot #:	Suburb:
Unit #:	Location Within Multi or Commercial Development (eg. Nearest Road, NW Corner, Middle Unit)
Full Name/s of all Owner/s:	

Applicant/s Name:	Contact No:
Business Name (if applicable):	
Applicants Address:	
Email (Required – Plans will be emailed):	

Plan/s Required:

All Approved Building Plans and Building Permits

Dwelling Only

Site Plan Only

Building Permit Documentation Only / Building Class - (No plans required)

Other (Please Specify what permit information you are wishing to obtain):

Please X Required

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Term and Conditions

1. I understand that if the property is Strata Titled, a letter of authorisation from the Strata Body is required.
2. I hereby accept that the search fee (shown on the reverse of this form) is non-refundable.
3. I understand that every effort will be made to locate the requested plans and I will not hold the City of Albany liable in the event that incorrect information is supplied or the plans are not found.
4. I understand that additional copying fees (shown on the reverse of this form) may be payable should a hard copy be required.
5. I understand that as the applicant if I am not the owner of the property that the owner's authorisation is required.
6. I understand that it can take up to 14 working days to search for and copy any plans.

Applicant's Signature	Date

The following consent is required if you are not the owner of the above property.

I _____ the owner of the above mentioned property,	
authorise the above applicant to order and receive the requested documents.	
Signature:	Date:

*** NOTE – Please do not provide credit card details**
Details will be checked and you will be phoned for payment prior to processing.
If You have Not been contacted for payment within five (5) days of submission – please contact : 6820 3040

Fees – Please Indicate If The Property Is Residential or Commercial

Full set of Residential plans (single dwelling) minimum charge per building permit – Additional charges apply to multiple dwellings	\$60.00	<input type="checkbox"/>
Commercial/Industrial minimum charge per building permit (Property detail will be checked and if you will be advised if there is more than one building permit required to be searched)	\$100.00 (Base Rate)	<input type="checkbox"/>
If Email address is unavailable – additional printing charges may be applicable		

Additional Charges For Copying Plans

Plan Print	Charge Per Sheet (inc GST)	Number (Office Use)	\$ (Office Use)
A4	\$1.75		
A3	\$2.75		
A2	\$4.75		
A1	\$5.25		
A0	\$7.25		
		Total Cost:	

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OFFICE USE ONLY

File On Assessment	A
Fees Requested	
Amount Paid	\$ Date:
Receipt Number	
Building Permit Nos.	
Archive Cards Checked	YES / NO
Notes	
Electronic Only	
Archive Files Requested	YES / NO
Plans Checked By	
Date Completed	

DOCUMENT UNCONTROLLED WHEN PRINTED

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