

**SEARCH REQUEST FOR BUILDING PLANS  
ATTENTION: BUILDING SERVICES**

**Property Address**

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

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

**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**

**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.

<b>Applicant's Signature</b>	<b>Date</b>

**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.	
<b>Signature:</b>	<b>Date:</b>

**\* 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 <b>Residential</b> plans (single dwelling) minimum charge per building permit – Additional charges apply to multiple dwellings	\$60.00	<input type="checkbox"/>
<b>Commercial/Industrial</b> 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**

**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

Email: [prisproject@albany.wa.gov.au](mailto:prisproject@albany.wa.gov.au)