

## Request for Copy of Planning/Building Documents and/or Approvals

| Address of Property to be Searched |            |              |  |
|------------------------------------|------------|--------------|--|
| Lot No:                            | Street No: | Location No: |  |
| Street Name:                       |            | Suburb:      |  |
| Is the property on a corner block? |            |              |  |
| Is the property in a strata?       |            |              |  |
| Approx. year of construction:      |            |              |  |

| Applicant Details                                                                                                                       |  |        |           |
|-----------------------------------------------------------------------------------------------------------------------------------------|--|--------|-----------|
| Name:                                                                                                                                   |  |        |           |
| Address:                                                                                                                                |  |        | Postcode: |
| Phone:                                                                                                                                  |  | Email: |           |
| Signature:                                                                                                                              |  | Date:  |           |
| <i>If the applicant is not the owner of the property, the owner's authorisation below is required for the release of the documents.</i> |  |        |           |

| Owner Details                                                                                                        |  |       |  |
|----------------------------------------------------------------------------------------------------------------------|--|-------|--|
| Name:                                                                                                                |  |       |  |
| Signature:                                                                                                           |  | Date: |  |
| <i>In completing these fields I am providing consent to the above applicant to order the documents on my behalf.</i> |  |       |  |

| Method of Collection           |                               |                                                |
|--------------------------------|-------------------------------|------------------------------------------------|
| Email <input type="checkbox"/> | Post <input type="checkbox"/> | Administration Centre <input type="checkbox"/> |

Request that a search for the identified property be carried out by the Town of Bassendean for:

- |                                                               |                                                                          |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| Planning / Development Approvals <input type="checkbox"/>     | Building Plans <input type="checkbox"/>                                  |
| Home Indemnity Insurance Certificate <input type="checkbox"/> | Building Plans - Commercial / Residential Units <input type="checkbox"/> |

**Methods of payment and lodgement:**

- In Person at the Town Of Bassendean Customer Service Centre, 35 Old Perth Road Bassendean, during office hours 8.30am to 5.00pm Monday to Friday.
- Email the completed request form and credit card payment authority to mail@bassendean.wa.gov.au.
- Post completed request form and credit card authority, cheque or money order to Town of Bassendean, PO Box 87 Bassendean WA 6934.

**Terms and Conditions:**

1. I will indemnify the Town of Bassendean against any claims against the Town arising under the *Copyright Act 1968* in connection with the Town providing a copy of the plans.
2. If the building forms part of a strata, duplex or any non-green title lot, consent from strata corporate body or individual owners is required.
3. The processing of this request can take up to 10 working days to complete.
4. Payment of fees in accordance with Council's adopted Fees and Charges is required prior to issue of plans.
5. Every effort will be made to obtain and provide copies of plans and/or approvals, however if the plans and/or approvals are not available or the copies are not clear due to deterioration of original documents, the cost of the search will not be refunded.

Please only complete the section below if you are lodging via the post/email or in person and wish to pay by credit card:

| Credit Card Authorisation                |                                                                   |
|------------------------------------------|-------------------------------------------------------------------|
| Card Type:                               | <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard |
| Name as appears on credit card:          |                                                                   |
| Instructed to take payment by:           |                                                                   |
| Phone:                                   | <input type="text"/>                                              |
| Total Amount debited to the credit card: | \$ <input type="text"/>                                           |
| Send Receipt:                            | <input type="checkbox"/> Yes <input type="checkbox"/> No          |

| To be Destroyed After Processing |                      |
|----------------------------------|----------------------|
| Card Number:                     | <input type="text"/> |
| Expiry Date:                     | <input type="text"/> |
| CCV:                             | <input type="text"/> |

| Office Use Only             |                      |
|-----------------------------|----------------------|
| Application File Reference: | <input type="text"/> |
| Copied By:                  | <input type="text"/> |