

Request for Copy of Planning / Building Documents / Approvals

ADDRESS OF PROPERTY TO BE SEARCHED			
Lot No:		House/Street No:	Location No:
Street Name:		Suburb:	
Is the property on a corner block?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the property is a strata/block of units, when facing the dwelling, please select the location: Front <input type="radio"/> Rear <input type="radio"/> Left Side <input type="radio"/> Centre <input type="radio"/> Right Side <input type="radio"/>			
Approx. year of construction:			

APPLICANT DETAILS	
<i>(If applicant is completing this section on behalf of an Organisation then please record Organisation details)</i>	
Name/s:	
Email:	ABN (if applicable)
Applicant Contact Number:	Address:
<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>	
Applicant Signature/s:	Date:

OWNER DETAILS –	
<i>(If Applicant is not the Owner then this section needs to be completed. Alternatively please attach the Owner's letter of authorisation or Offer and Acceptance)</i>	
Name/s:	
Owners Contact Number:	Owners Address:
Owner Signature/s:	Date:
<i>In completing these fields, I am providing consent to the above applicant to order the documents on my behalf.</i>	

HOW WOULD YOU LIKE TO RECEIVE YOUR PLANS?		
Email <input type="checkbox"/> Email Address:	Post <input type="checkbox"/>	Collected <input type="checkbox"/>

Request that a search for the above property be carried out by the Town for:

- Planning / Development Approvals ☐
- Building Plans ☐
- Building Plans – Commercial / Residential Units ☐
- Home Indemnity Insurance Certificate ☐

Who can request a copy of a Site plan?

As per Section 131 of the Building Act 2011, copies of site plans can be provided to:

- The person shown on the Town's records as being the Owner
- The purchaser of the property, in which case a signed copy of the Offer and Acceptance must be provided
- A person who has written authorisation from the Owner

If a property is owned by a Company or a Trust, a current "Company Extract" must be provided

If the property is part of a Strata, written authorisation from the Strata Secretary representing the Strata Company must be provided.

How long does it take?

An administration check will be carried out upon receipt of the application form. You may be asked to provide more information before the application is accepted and lodged.

Once the application is accepted and lodged, the City can provide a copy of the requested plans and approvals within 10 working days. An additional 5-10 working days may be required if all archived associated permits/ approvals are requested.

What documents do I need to submit a Copy of Plans request?

To submit a request for Copy of Plans, Permits/Approvals, please include the following documents in your submission:

- Application Form (included in this document)
- Payment Upfront
- Owner Authorisation
 - If the subject property forms part of a strata lot or a grouped dwelling AND you request a copy of plans for the entire complex, consent from strata corporate body or individual owners will be required.
 - If the subject property is owned by a company, a written authorisation from the representative of the company will be required.

How to lodge this form

By Email: mail@bassendean.wa.gov.au

By Mail: PO Box 87, Bassendean WA 6054

In Person: Town of Bassendean Administration Office, 35 Old Perth Road, Bassendean

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

CREDIT CARD AUTHORISATION TO BE DESTROYED AFTER PROCESSING		
Card Type:	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>
Name as appears on credit card:		
Card Number:		
Expiry Date:		
CCV:		
Instructed to take payment by:		
Phone:		
Total amount to be debited:		Receipt Required: Y <input type="checkbox"/> N <input type="checkbox"/>

Building Plans Copying Fee (Incl Search Fee and A4 or A3 printing of up to 20 pages)
\$110.00

Building Plans Viewing/Search Fee **\$60.00** (non refundable)

Please submit in person at the Town of Bassendean Customer Service Centre during office hours (9:00am to 4:30pm Monday to Friday), email mail@bassendean.wa.gov.au or post to Town of Bassendean (PO Box 87, Bassendean WA 6934).

Terms and Conditions

- 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.
- If the building forms part of a strata, duplex or any non-green title lot, consent from state corporate body or individual owners is required.
- The processing of this request can take up to 10 working days to complete.
- Payment of fees in accordance with Council's adopted Fees and Charges is required prior to issue of plans.

Disclaimer:

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 full cost of the search will not be refunded.

In these cases, a non-refundable research fee of \$60.00 will be retained by the Town.

OFFICE USE ONLY

Application File Reference: Copied

By: