

## SEARCH REQUEST FOR BUILDING PLANS

**ATTENTION: BUILDING SERVICES**

**Property Address**

Lot No:	House No:	Street Name:	Suburb:
Full Name of all Owner/s:			

Applicant/s Name:	Contact No:
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Applicants Address:

Plan/s Required:

<u>Dwelling</u>	<input type="checkbox"/> Full set of plans	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Permit Documentation
<u>Other</u>	<input type="checkbox"/> Full set of plans	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Permit Documentation

Other, please specify (i.e. Shed, Patio): \_\_\_\_\_

Distribution: <input type="checkbox"/> Pick up <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Fax	Details:
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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 on collection.
- 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 10 working days to search for and copy any plans.

\_\_\_\_\_
\_\_\_\_\_

Applicants Signature
Date

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

I _____ being the owner of the above mentioned property authorise the above applicant to order and/or collect the requested documents.	
Signature:	Date:

Fees

Full set of Residential plans (single dwelling) minimum charge per building permit. (includes up to 10 x A4 or 10 x A3 or 3 x A0 prints)	\$50.00
Commercial/Industrial minimum charge per building permit (includes up to 10 x A4 or 10 x A3 or 3 x A0 prints)	\$96.00

ADDITIONAL CHARGES FOR COPYING PLANS

Plan Print	Charge per sheet	Cost (inc GST)	Number	\$
A4	\$1.36	\$1.75		
A3	\$2.27	\$2.75		
A2	\$4.10	\$4.75		
A1	\$4.54	\$5.25		
A0	\$5.64	\$7.25		
			Total Cost:	

SEARCH FEE

<u>OFFICE USE ONLY</u>	
File on:	A_____
Receipt Number:	_____
Paid:	_____
Building Permit No:	_____
Plans checked by :	_____
Date Completed:	_____

DOCUMENT UNCONTROLLED WHEN PRINTED