

SEARCH REQUEST FOR BUILDING PLANS
ATTENTION: BUILDING SERVICES

Property Address

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

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

Plan/s Required:

Please X Required

- All Approved Building Plans and Building Permits On Lot
- Dwelling Only
- Site Plan Only
- Building Permit Documentation Only (No plans required)
- Other (Please Specify what permit information you are wishing to obtain):

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. Fee Information Below.**

Fees – Please Indicate If The Property Is Residential or Commercial by marking appropriate row

Full set of Residential plans (single dwelling) minimum charge per building permit. (If Email address is unavailable – additional printing charges may be applicable)	\$50.00	<input type="checkbox"/>
Commercial/Industrial minimum charge per building permit (If Email address is unavailable – additional printing charges may be applicable)	\$96.00	<input type="checkbox"/>

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:	

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OFFICE USE ONLY

File On Assessment	A
Fees Requested	
Amount Paid	\$
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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