

# REQUEST FOR PROPERTY BUILDING PLANS

## 1. Property Details

Property Street  
address

<i>Lot Number</i>	<i>Street Number</i>	<i>Street Name</i>		
<i>Suburb</i>			<i>State</i>	<i>Postcode</i>

## 2. Terms and Conditions

- Only copies of approved plans will be provided.
- Plans will not be issued until the relevant fees have been paid.
- Plans will not be issued unless the owner has signed this form.
- If the property is owned by a company, written permission must be provided. This permission must:
  - Authorise the applicant to request, pay and collect plans on the owner's behalf;
  - Be either a letter on company letterhead or an email with company logo in the signature; and
  - Contain the name, position title and direct contact details.
- If the property is owned by a trust, signed authorisation must be provided by the trustee.
- The City will not be held liable if incorrect information is supplied or plans are unable to be located.
- May take up to 14 Business Days for completion of request.
- **Copies of plans obtained from the City are to be used as a guide only and cannot be used to re-submit for any proposed works for planning or building approval. New plans will be required.**

## 3. Owner Details

Owner's name				
Postal address	<i>PO Box or street address</i>			
	<i>Suburb</i>		<i>State</i>	<i>Postcode</i>
Email Address				
Phone/fax	<i>Phone</i>	<i>Mobile</i>	<i>Fax</i>	
Declaration	I have read the above Terms and Conditions and request a copy of plans for the above property. I give authorisation to the applicant to request, pay and collect plans on my behalf.			
Signature				<i>Date</i>

# REQUEST FOR PROPERTY BUILDING PLANS

## 4. Applicant's Details (if different to owner)

Applicant's name			
Postal Address (if required for postage)	<i>PO Box or street address</i>		
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
Email Address			
Phone	<i>Phone</i>	<i>Mobile</i>	<i>Fax</i>
Declaration	I have read the below Terms and Conditions and have authorisation from the owner to make this application.		
Signature			<i>Date</i>

## 5. Search Fees

Details	Price	Paid
Search Fee: Residential	\$30.00	
<p><b>PLEASE NOTE: (Search fees to be paid at time of request. Council may have to conduct an extensive search of council records in order to fulfill this request; therefore the search fee is non-refundable, including situations where plans cannot be located.)</b></p>		

## 6. Requested Plans

Septic / As Constructed		<input type="checkbox"/>
Swimming Pool Inspection Report		<input type="checkbox"/>
<b>Structure/s Type:</b> _____		
Type	Cost Per Structure	Please Tick If Requested
Site Plan	\$18.00	
Floor Plan	\$18.00	
Elevations	\$18.00	
All Other Approved Plans (e.g. specs	\$39.00	
Approved Building Permit	\$17.00	
		Quantity
Photocopy Charge BW (A2 – A0)	\$3.00 per page	

# REQUEST FOR PROPERTY BUILDING PLANS

Photocopy Charge COLOUR (A2 – A0)	\$9.00 per page	
Photocopy Charge BW (A3)	\$2.00 per page	
Photocopy Charge COLOUR (A3)	\$6.00 per page	

Total Amount

\$

## 7. Collection Details

Preferred method: Electronic

Email Address: \_\_\_\_\_

Collect from the City of Kalgoorlie-Boulder administration office

Posted

## 8. Payment Type

City of Kalgoorlie-Boulder administration office

Credit Card (via phone on 9021 9600)

Cheque

Office Use Only

Fees Paid Yes / No

Plans Received

Lot Number: \_\_\_\_\_

Building Plans Request Search Fee  
ECM – Enquiries – Development and Building Controls  
Assessment Number: A \_\_\_\_\_ Officer: