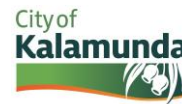


Building Plan Retrieval Request Form



Applicant's details:

Full Name:

Address:

Contact Number:

Email:

Letter of Authorisation Attached (If Applicant is not the Owner): ☐

Driver's Licence # -

Property Details

Street Address:

Suburb:

Search Type Required:

Type	Timeframe	Cost	Please tick	Office Use-Completed
Residential Building Plans – full set	5-10 working days	\$100.00		
Commercial Building Plans – full set	10 working days	\$250.00		
Copy of Issued Building Permit and CDC (if applicable – for Uncertified Applications only)	5-10 working days	\$25.00 per permit		

Please note that all plans will be emailed, unless otherwise requested.

Owner Consent/ Acknowledgement of Terms and Conditions

*By signing, I confirm I am the property owner or authorised agent and accept the following terms and conditions. I declare the information I have provided is true and correct.
I understand the quality of plans is not guaranteed, and the Property Search Fee is not refundable if the plans are not suitable or cannot be located.*

Signature:

Date:

Payment by Credit or Debit Card

Cardholders Name:

MasterCard/Visa
(CIRCLE)

Card Number:

Expiry Date

CVC

Amount (0.46% SURCHARGE APPLIES)

Residential Plans: \$100.00

Commercial Plans: \$250.00

Copy of Building Permit: \$25.00 per copy

Signature:

Date:

Building Plan Retrieval Request Form



As per section 131 of the *Building Act 2011*, copies of building records can be provided in accordance with:

- A permit authority may, on application by an *interested person* and on payment of the prescribed fee, provide to an *interested person* a copy of a building record.
- An *interested person* means an owner of the building or incidental structure to which the building record relates, or a person who has the written consent of an owner to receive a copy of a building record relating to the owner.

Written consent is required in the following circumstances and must be submitted when lodging a 'Building Plan Retrieval Request' form. Please note, a third-party request will not be processed without written consent:

- If the applicant is not the property owner.
- If the property is owned by a company, a company letterhead signed by an authorised person must be provided.
- If the property is in relation to a deceased estate, documentation supporting a person's authority to act on behalf of the deceased estate must be provided.
- Fee payment is required before a Request for Building Plan Retrieval can be processed.
- The applicable fee is non-refundable.
- The City of Kalamunda does not have a complete historic record of all structures within its District.
- The quality and availability of building records cannot be guaranteed.
- Building records may not be to scale or depict all existing structures.
- The search time frame may be extended in exceptional circumstances.
- A property inspection is not included to determine the existence of unauthorised structures.
- Copies of building records or plans will be emailed to the nominated applicant. Hard copies can be posted or collected from the City's main administration building upon request.

Please note that Building Records may contain historical references to previous owners.

Office Use Only:						
Verification of Identity (Drivers Licence Sighted) ☐ Licence#:					Staff Initials:	
Letter of Authorisation: ☐						
Company Letterhead/ Proof of Directorship (if applicable): ☐						
Authority to Act – Probate/POA/Copy of Will: ☐						
Receipt#:		Plans Located:	Staff Initials:		Offsite Plans Ordered:	Yes / No