

Building Permit Plan Search Request

Property Details – Please print clearly and complete all fields			
Lot No.:	House No.:	Location No.:	
Street Name:		Suburb:	
Owner Name(s):			
Contact No.:	(H)	(W)	(M)
Applicant Details – Please print clearly and complete all fields			
Name:			
Postal Address:			
Email Address:		Phone No.:	
Plans Required and Schedule of Fees & Charges			
<i>Payable on application. Please allow ten (10) working days for search to be processed.</i>			
Dwelling Building Permit & Plans <i>(includes all approved plans and documents for the dwelling. Please be advised that plan retrieval is charged at a pro-rata hourly rate (min. 1 hour). Photocopying and printing are charged separately. Please refer to the current fees and charges for more information).</i>			
\$73 p/h + GST			
Other Building Permit & Plans – please tick if applicable			
<input type="checkbox"/> Patio / Pergola	<input type="checkbox"/> Swimming Pool / Spa	<input type="checkbox"/> Shed	
<input type="checkbox"/> Garage / Carport	<input type="checkbox"/> Second dwelling	<input type="checkbox"/> Retaining Wall	
<input type="checkbox"/> Dwelling Additions or Extensions			
Applicant To Receive Plans Via (Please Tick) <input type="checkbox"/> Collect <input type="checkbox"/> Email <input type="checkbox"/> Post			
If it is your intention to use copies of these plans for lodgement of a new application, ensure that previous date and approval stamps are removed before lodgement and mark plans clearly with proposed additions before submitting. For any clarification or additional information, please contact the Shire Office on (08) 9780 4200.			
Payment (please tick) <input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Post <input type="checkbox"/> Email			
Cheques payable to: Shire of Donnybrook Balingup, PO Box 94 Donnybrook WA 6239 Credit Card Only if paying via Telephone Please complete attached Credit Card Authority if paying via email			
Office Use Only			
Date Received		Records Office	
Accepting Officer Initials			
Receipt #			
Building Permit #			

OWNER DECLARATION

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:

- 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.

I, the property owner, accept and consent to the below:

- The fee required to complete a Request for Building Records search is non-refundable.
- An estimate of costs will be provided upon receipt of this form.
- Building records will be provided to the nominated applicant.
- The quality and availability of building records cannot be guaranteed.
- Building records may not be to scale or depict all existing structures, therefore, may not be suitable for resubmission.
- The search timeframe may be extended in exceptional circumstances.
- A property inspection is not included to determine the existence of unauthorised structures.

The Shire of Donnybrook Balingup does not have a complete historic record of all structures within its District. Plans may not be available in some circumstances.

Owner Name

Signature

Date

Credit Card Authority

To Shire of Donnybrook Balingup
PO Box 94
DONNYBROOK WA 6239

Payment for _____

Property _____

Please complete the section below:	
Amount to be Paid	\$ _____
Card Number	_____
Card expiry date	_____ Security Code _____
Type of Card	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Card Holders Name	_____
Contact phone	_____
Email	_____
Date	_____
Signature	_____

Please note – Shire of Donnybrook Balingup does not accept AMEX or Diners Club International Cards.