

## Request for copy of Building Plans

*A Breath of Fresh Air*

### Property address:

Lot number:	Street number:	Street name:
Suburb:	Post Code:	

### Applicant details:

Name:			
Address:			
Postal address:			
Phone:			
Email:			
Are you the owner of the property? If <b>no</b> , please attach written authorisation form the Owner/s	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is this request for a property sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Plans Required and Schedule of Fees and Charges 2022/23		Other Building Fees 1.9
Residential Building Permit / Plans – <b>Digitally available – sent via email</b>	\$50.00  (Please check with Building to confirm digital plans available)	<input type="checkbox"/>
Residential Building Permit / Plans – <b>Hard copy search – scanned – sent via email</b>	\$100 for 1 permit and \$10 for any additional Building permit  (Please check with Building for number of permits on property before payment if all permit plans required)	<input type="checkbox"/>
Please state type of plans required – for example all permits/plans, dwelling, floor plan only, swimming pool, shed, patio or alike		

**Note:** The Shire of Harvey will endeavour to locate plans as requested within a ten (10) day working time frame. Please be advised that the search fee is non-refundable if for any reason the plan is unable to be located in the Shire's records.

### There are limited plans available prior to 1990.

If the property is a Department of Housing (Homeswest) dwelling there is a possibility the Shire of Harvey will not have the plans. This is because the Department as an agency of the Crown is not bound by the requirements of *section 374 of the LGMPA* which requires the submission of plans to a local government.

Please contact the Shire's Building Department on 9729 0330 to check prior to submitting this request that plans may be available digitally.

## How to lodge this form

*A Breath of Fresh Air*

By Email: shire@harvey.wa.gov.au

By Mail: PO Box 500, Harvey WA 6220

In Person:

Harvey Administration Centre – 102 Uduc Road, Harvey

Australind Administration Centre – 7 Mulgara Street, Australind

Payment options (Please Tick)

In Person ☐ Telephone ☐ Post ☐ Email ☐

**Cheques** payable to: Shire of Harvey, PO Box 500 Harvey WA 6220

**Credit Card Only** if paying via **Telephone** - Please call 97290330

Please complete attached **Credit Card Authority Form** if paying via **email**.

### Terms and Conditions

- I hereby accept that the search fee is **non-refundable**.
- I understand that as the applicant if I am not the owner of the property, the current owners written authorisation is required.
- The search and scan process has a minimum of a ten (10) day working timeframe.
- All permits requested will be emailed to the provided email address.

**I have read and understood the above terms & conditions**

**I am the Owner of the Property (or) Owners consent is attached**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_