



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 no , 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 2023/24

Other Building Fees 1.9

Please state type of plans required – for example all permits/plans, dwelling, floor plan only, swimming pool, shed, patio or alike

Residential Building Permit / Plans	\$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"/>
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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 if structures are prior to 1990.

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: _____