



## 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 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	\$110 for 1 permit and \$10 for any additional Building permit <b>(Please check with Building for number of permits on property before payment if all permit plans required)</b>	<input type="checkbox"/>
Effluent Disposal/ Septic Plan <u>ONLY</u>	\$110	<input type="checkbox"/>

**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: \_\_\_\_\_