



Office Use Only: GD0072002

Building Plans Request Form – 2026/2027

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 0380 to check prior to submitting this request if structures are prior to 1990.

1. Property Address:

Lot number:		Street Number:	
Street Name:			
Suburb:		Post Code:	

2. Applicant Details:

Name:			
Address:			
Phone:			
Email Address:			
	Yes	No	
Are you the owner of the Property? <i>If you are not the owner, please attach written authorisation from the owner/s</i>			

3. Plans Required:

Residential Building Permit / Plans	\$110.00 for 1 permit and \$10 for any additional Building Permit (Please check with Building for Number of permits on property before payment)	
Effluent Disposal / Septic Plan Only	\$110.00	

4. Lodgement of applications

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

By Mail: PO Box 500, Harvey WA 6220

In Person:

Harvey Administration Office: 102 Uduc Road, Harvey WA 6220

Australind Administration Office: 7 Mulgara Street, Australind WA 6233

5. Payment Options

In Person	Email	Phone	Post
Please complete the attached Credit Card Authority Form if paying via email.			
Cheques payable to: Shire of Harvey PO Box 500, Harvey WA 6220			
Credit Card Only if paying over the phone – please call 9729 0380			

6. Applicant Declaration

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 and conditions.

Sign: _____ Date: _____

Credit Card Payment Authorisation

Part 1 – Reference										
Please provide details of the Reference Number provided	Company/Name <input type="text"/>									
	Reference Number <input type="text"/>									
Part 2 – Property Details										
Property details for application	<table border="0"> <tr> <td>Lot # <input type="text"/></td> <td>Street # <input type="text"/></td> <td>Street name <input type="text"/></td> </tr> <tr> <td colspan="2">Suburb <input type="text"/></td> <td>Post Code <input type="text"/></td> </tr> <tr> <td colspan="3">Further details (if required) <input type="text"/></td> </tr> </table>	Lot # <input type="text"/>	Street # <input type="text"/>	Street name <input type="text"/>	Suburb <input type="text"/>		Post Code <input type="text"/>	Further details (if required) <input type="text"/>		
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	Further details (if required) <input type="text"/>									
Part 3 – Card Details										
Please note: Your card details will be destroyed once payment has been processed	<table border="0"> <tr> <td>Visa <input type="checkbox"/></td> <td>MasterCard <input type="checkbox"/></td> <td>Amount (if known) <input type="text"/></td> </tr> </table>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Amount (if known) <input type="text"/>						
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	Cardholder signature <input type="text"/>									
	Email address (tick if you'd like your receipt and write email) <input type="checkbox"/> <input type="text"/>									