



## REQUEST FOR COPY OF BUILDING PLANS

<b>Date:</b>	<b>House No:</b>	<b>Street Name:</b>	<b>Suburb:</b>								
<b>Owner/s Name:</b>		<b>Contact Number:</b>									
<b>Applicant/s Name:</b>		<b>Contact Number:</b>									
<b>If plans are to be posted or emailed, please provide contact details:</b>											
<b>Name:</b> .....		<b>Email/postal address:</b> .....									
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>Plan(s) Required:</b></td> <td colspan="3"> <input type="checkbox"/> All building licences and building plans permits, or  <input type="checkbox"/> House                      <input type="checkbox"/> Site Plan Only                      <input type="checkbox"/> Floor Plan (house)  <input type="checkbox"/> Retaining Walls              <input type="checkbox"/> Sheds/Garage                      <input type="checkbox"/> Patio/Carport  <input type="checkbox"/> Pool                              <input type="checkbox"/> Additions                              <input type="checkbox"/> Others (please specify) .....         </td> </tr> <tr> <td>Format of plans required:</td> <td><input type="checkbox"/> Paper</td> <td colspan="2"><input type="checkbox"/> Electronic</td> </tr> </table>				<b>Plan(s) Required:</b>	<input type="checkbox"/> All building licences and building plans permits, or <input type="checkbox"/> House <input type="checkbox"/> Site Plan Only <input type="checkbox"/> Floor Plan (house) <input type="checkbox"/> Retaining Walls <input type="checkbox"/> Sheds/Garage <input type="checkbox"/> Patio/Carport <input type="checkbox"/> Pool <input type="checkbox"/> Additions <input type="checkbox"/> Others (please specify) .....			Format of plans required:	<input type="checkbox"/> Paper	<input type="checkbox"/> Electronic	
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Format of plans required:	<input type="checkbox"/> Paper	<input type="checkbox"/> Electronic									
<b>TERMS &amp; CONDITIONS</b>											
<ol style="list-style-type: none"> <li>1. I hereby accept that the \$25 search fee is <b>non-refundable</b>.</li> <li>2. I understand that every effort will be made to obtain plans and will not hold council liable in the event that incorrect information is supplied or the plans are unable to be located.</li> <li>3. I understand that if plans are located &amp; copies requested, standard copying fees will be charged and payable on collection.</li> <li>4. If plans are to be posted, complete the credit card authorisation section to pay for copying and \$2.00 postage fee. Advise where plans are to be posted to.</li> <li>5. I understand that as the applicant if I am not the owner of the property, the current owners' authorisation is required.</li> <li>6. If the property is in a company name, proof such as a company seal or letter of authority on company letterhead must be provided before plans can be collected.</li> <li>7. The search and copy process can take up to 10 working days; requested copies of plans will be held for 1 month, after which time will be destroyed.</li> </ol> <p><b>I have read &amp; understand the above terms and conditions.</b></p>											
Applicant/s signature: .....											
Owner/s signature: ..... (or) Owners consent attached <input type="checkbox"/>											
If you wish to pay by credit card, please leave your contact phone number below and once we have received your completed form, we will phone you to arrange payment. Alternatively payment to be made on search request over the Shire's front counter.											
Name: .....		Contact Number: .....									
Please post receipt to: .....											
<b>OFFICE USE ONLY</b>											
<b>FEES PAID</b>		<b>Receipt No:</b> .....	<b>CSO:</b> .....								
<input type="checkbox"/> \$25 (search fee) <input type="checkbox"/> \$..... (copying costs)		<b>Receipt No:</b> .....	<b>CSO:</b> .....								

**Shire of Kojonup**

93-95 Albany Highway, Kojonup WA 6395

Postal address: PO Box 163, Kojonup WA 6395

Telephone: (08) 9831 2400 | Facsimile: (08) 9831 1566 | Email: council@kojonup.wa.gov.au

