

Request for Copies of Building Plans Application Form



Property Address		
Lot No:	House/Street No:	Street name:
Suburb:		
Applicant Details (If applicant is acting on behalf of an organisation, please record organisation details)		
Name:		
Address:		
Phone (work):	(mobile):	
Email:		
Signature:		Date:
Property Owner Authorisation		
*Note – if the applicant is not the owner of the property – authorisation from the owner or the strata corporate body is required for the documents to be released. Please complete below or alternatively please attach the owner's letter of authorisation or consent from the <u>strata corporate body</u> .		
Owner/s Name:		
Owner/s Address:		
Owner/s Contact Number:		
Owner/s Signature:		Date:
Search fees		
In the event that no plans are located for this property or that the copies are not clear due to deterioration of the original documents, the cost of the search will not be refunded .		
Commercial/Industrial/apartment building plans	\$128.55	
Residential building plans	\$53.55	
How to pay		
Once completed, please email your application form to the City (City@Subiaco.wa.gov.au)		
Payment can be made as follows:		
<ul style="list-style-type: none"> • In person – Council Offices at Level 2, 388 Hay Street Subiaco (Monday – Friday, between 9am and 4.30pm). • By cheque – Cheques should be made out to the 'City of Subiaco'. • Credit card payments over the phone – (MasterCard, Visa and Union Pay only) Call the City on 08 9237 9222 (Monday – Friday before 4pm). 		
Delivery		
<input type="checkbox"/> City of Subiaco Offices		<input type="checkbox"/> Electronic ONLY (email / drop box / USB)

Terms and conditions:

- I will indemnify the City of Subiaco against any claims against the City arising under the Copyright Act in connection with the City providing a copy of the plans.
- If the building forms part of a strata, duplex etc, consent from the strata corporate body or the individual is required.
- This process can take up to ten (10) working days.