

Request for copies of building plans

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 is required for the documents to be released. Please complete below or alternatively please attach the owner's letter of authorisation.		
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	\$120.00	
Residential building plans	\$50.00	
How to pay		
Payment can be made in person by cheque, cash, credit card or eftpos. Cheques should be made out to the 'City of Subiaco'. For credit card payments over the phone, please provide your preferred contact number and we will call you to arrange payment. Phone number: _____		
Delivery		
<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.

Office use only

Ownership verified	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date posted:	Date collected at counter:	