

PLAN SEARCH REQUEST

APPLICATION FORM

395 Fitzgerald Street PO Box 613 NORTHAM WA 6401 P: (08) 9622 6100 E: records@northam.wa.gov.au W: www.northam.wa.gov.au

Important Information

To request plans and/or relevant documents, please complete the below details. Please note that the application fee listed below (under the approximate age of building) applies to all search requests and is **non-refundable** in the event that plans cannot be located.

Do you need to complete a Plan Search Request?

If you are looking for information and plans/layouts relating to underground cables, sewerage, or water. This can be obtained for free by visiting **Dial Before you Dig** (<u>www.1100.com.au/</u>)

1. Plans/Documents Requested:

Building Department		
Dwelling(s)	Commercial Building(s)	Pool/Pool Fence
Outbuilding (Shed/Carport/Patio/etc) Please specify:	□ Building Permit/Licence/s	□ Addition(s)/Extension(s) to original structure
Planning Department	Health Department	□ Other (please specify):
Planning Approval	Septic Approval	

2. Application Details

Purpose of request (for new house additions, etc):	
Approximate age/year of building/structure/s (1992, etc):	

Application fee (based on above age of building/structure/s):	 □ Office copy records (for age 2000 and newer) □ Archive copy records (age prior to 2000) 	¢00.00
Property address for plan search:	Lot Number: House Number: Street: Town/Suburb:	
Plans/documents to be sent via:	Email or Mail	

Your email / mailing address:

3. Your Details

Are you the property owner?	\Box Yes or \Box No (you must get owner authorisation on next page)							
This application is requested by:	Full Name:							
	Please see next page for rest of application form.							

Document No: DS-FM-22 Plan Search Request Application Form_V2

4. Plan Search Authorisation (in accordance with s.131(1)(b) Building Act 2011)

You are the owner(s): I/we declare that I/we are the owners of the above mentioned property, and request Council to photocopy the aforementioned plans and information. OR	Owner Name 1:
You are submitting this application on behalf of the owner(s): I/we give permission to the bearer of this declaration to obtain copies of the aforementioned plans and information.	Owner Name 1: Owner Signature 1: Owner Name 2: Owner Signature 2:

5. Payment Information

Your application fee is listed on the previous page and is based on the approximate age/year of the structure(s) you have requested. Applications with payment information included below can be processed faster:

Cardholder Name:		 	 			 	 	 		_
Card Number:										
]
Expiry Date:	/	 	C	CV	:	 		Sigi	natu	ıre:

6. Submitting Your Application

Estimated Completion Time

The estimated time to receive plans/documents for your application depends on the approximate age of the structure(s) you have listed on the previous page. Newer structure(s) can usually be located sooner, as records may be digitally stored and accessible. Older plan search applications may take up to several weeks for a thorough records search of off-site archive record facilities.

Your completed Plan Search Request can be emailed to records@northam.wa.gov.au

with the subject 'Plan Search Request - Your Address'.

Note: Applications that are emailed (with payment details provided) can be processed faster.

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Office Use Only: GL 13463033 | Date paid: ____

Assessment No.