

## Request for Copy of Planning / Building Documents / Approvals

Address of Property to be Searched			
Lot No:		Street No:	Location No:
Street Name:		Suburb:	
Is the property on a corner block?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the property in a strata?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approx. year of construction:			

Applicant Details			
Name:			
Address:		Post Code:	
Phone:		Email:	
Signature		Date:	
<i>If the applicant is not the owner of the property, the owner's authorisation below is required for the release of the documents.</i>			

Owner Details			
Name:			
Signature		Date:	
<i>In completing these fields, I am providing consent to the above applicant to order the documents on my behalf.</i>			

Method of Collection		
Email <input type="checkbox"/>	Post <input type="checkbox"/>	Customer Service Centre <input type="checkbox"/>

### Request that a search for the above property be carried out by the Town for:

- Planning / Development Approvals
- Building Plans
- Building Plans – Commercial / Residential Units
- Home Indemnity Insurance Certificate

Please complete the section below if lodging via post, email or in person and wish to pay by credit card:

Credit Card Authorisation		
Card Type:	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>
Name as appears on credit card:		
Instructed to take payment by:		
Phone:		
Total amount to be debited:		Receipt Required: Y <input type="checkbox"/> N <input type="checkbox"/>

To be destroyed after Processing	
Card Number:	
Expiry Date:	
CCV:	

Please submit in person at the Town of Bassendean Customer Service Centre during office hours (8:30am to 5:00pm Monday to Friday), email [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au) or post to Town of Bassendean (PO Box 87, Bassendean WA 6934).

### Terms and Conditions

- I will indemnify the Town of Bassendean against any claims against the Town arising under the *Copyright Act 1968* in connection with the Town providing a copy of the plans.
- If the building forms part of a strata, duplex or any non-green title lot, consent from state corporate body or individual owners is required.
- The processing of this request can take up to 10 working days to complete.
- Payment of fees in accordance with Council's adopted Fees and Charges is required prior to issue of plans.
- Every effort will be made to obtain and provide copies of plans and / or approvals, however if the plans and / or approvals are not available or the copies are not clear due to deterioration of original document, the cost of the search will not be refunded.

### OFFICE USE ONLY

Application File Reference:

Copied By: