

## Administration

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966

**Hours** Mon-Fri 8:30am-4:30pm | **Telephone** Mon-Fri 8:00am-5:00pm 08 9439 0200

**NRS** 133 677 (hearing/speech impaired) | **TIS National** 131 450 (Translating and Interpreting Service)

customer@kwinana.wa.gov.au | [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)



# OWNER AUTHORISATION TO REQUEST PLANS FORM

Requests will be completed within five (5) business days of receipt of payment for residential properties and within ten (10) business days for commercial properties.

## Plan Request For

Lot No  Unit  House/Street No

Street name

Suburb

## Owners Declaration

I, the property owner, accept and consent to the applicant being provided with copies of Building records for the above property.

Owner name

Signature

Date

Phone

Email

Written consent is required:

- If the property is owned by a company, a company letterhead signed by an authorised person giving permission to act on the company's behalf.
- If the property is a deceased estate, authorisation to act on behalf of the deceased estate.

## Search Details

Please specify the type of building plans required.

**Site Plan**

**Elevations**

**All plans on file**

**Floor Plans**

**Structural/Engineering**

**Planning DA Approval Plans**

**Other**

Copy Type (please check the correct box)

**Hard Copy** Further fees apply

**Email** Provide Email Address

**Both** Further fees apply

## Fees

Search Fee <i>non-refundable</i>		\$43
Archive Recall/ Copy Fee - per approval	Residential	\$21
	Commercial	\$43

Please note that Council will still charge the search fee if there is no information on file for that property. Copy fees will be charged for each permit approval.

## Applicant Details

Name

Address

Postcode

Phone

Email