



**CITY OF BUNBURY**  
**BUILDING PLAN REQUEST FORM**

**Please Note:** If plans cannot be located, the search fee will not be refunded, as it is an Application Fee.

- **There are no plans available prior to 1972.**
- If the property is a Department of Housing (Homeswest) dwelling there is a possibility the City of Bunbury will not have the plans. This is because the Department as an agency of the Crown is not bound by the requirements of section 374 of the LGMPA which requires the submission of plans to a local government.

**PROPERTY DETAILS**

<b>BUILDING LICENCE NUMBER/S:</b>		<b>YEAR:</b>			
				Included in the \$85.00 search charge	
				Add another \$10.00 to the search charge	
				Add another \$10.00 to the search charge	
<b>PROPERTY ADDRESS</b>	Street Address:	No:	Street Name:		
		Suburb:		Postcode:	
	Lot/Location				
<b>APPLICANT DETAILS</b>	Name:				
	Address:				
	Postal Address:				
	Phone:	Home:	Work:	Mobile:	
	Fax:		Email:		
	<b>I CERTIFY THAT I AM THE OWNER OF ABOVE PROPERTY AND / OR HAVE WRITTEN AUTHORITY FROM THE OWNER TO HAVE ACCESS TO THE PLANS. I AM AWARE THAT THE PROCESS CAN TAKE UP TO TEN (10) WORKING DAYS.</b>				
	Signature:			Date:	

Please tick  info required:  Full set of Plans  Site Plan  Floor Plan  Elevations  Engineering Details

Other - please list

FEES NOTE: FURTHER CHARGES APPLY UPON COLLECTION	CHARGE	COST (GST EXCLUSIVE)	NUMBER	TOTAL COST
<b>Search Charges – these fees are NON-REFUNDABLE</b>				
Search Fee T110	\$ 85.00	85.00	1	85.00
Search Fee (Additional Licences for same property) T110	\$ 10.00	10.00		
<b>TO BE PAID UPON APPLICATION</b>			<b>TOTAL</b>	
<b>Additional Copy Charges T135</b>				
Plan Prints A4 Photocopy		1.50		
Plan Prints A3 Photocopy		2.00		
Plan Prints A2 Photocopy		14.00		
Plan Prints A1 Photocopy		22.50		
Plan Prints A0 Photocopy		45.00		
<b>TO BE PAID AT TIME OF COLLECTION</b>			<b>TOTAL</b>	

**OFFICE USE ONLY:** The customer was advised no plans are available prior to 1972. Plans for Homeswest dwellings may not be available, search fees are non-refundable and additional fees for photocopying are applicable if hard copies are requested.

Initialled by:

Date:

**CASHIER – Allocate TOTAL amount to: T110** Revised: July 2017