

## Building Plan Search Request

**Note:** The City of Bunbury will endeavour to locate plans as requested within ten (10) working days. Please be advised that the search fee is non-refundable if for any reason the plan is unable to be located in the City's records. Plans prior to 1972 are unavailable. If the property is a Department of Housing (Homeswest) Dwelling there is a possibility the City of Bunbury will not have plans on record.

Property Details – Please print clearly and complete all fields			
LOT No.:	House No.: *	Location No.:	
Street Name: *		Suburb:	
Owner Name(s): *			
Contact No.:	(H)	(W)	(M)
Email Address:			
Applicant Details – Please print clearly and complete all fields			
Name: *			
Postal Address:			
Email Address: *			
Contact No.: *			
Are you the Owner of the Property? *			Yes                  No
<b>If No</b> , please attach Written Authority from the Owner/s			

\* **Mandatory**

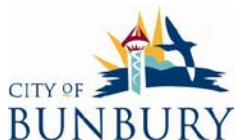
Plans Required and Schedule of Fees & Charges 2021/2022		T110
<i>Payable on Application. Please allow ten (10) working days for search to be processed</i>		
Residential Building Permit / Plans – Digital Copy sent by email or USB counter collection (USB not supplied)	\$41.00	
Commercial Building Permits / Plans – Digital Copy sent by email or USB counter collection (USB not supplied)	\$86.50 Plus \$40.00 where requiring the scanning of hard copy original documents.	
Residential Building Permit / Plans – Hard COPY (maximum of 10 x A4 or 5 x A3 pages)	\$86.50	
Commercial Building Permits / Plans – Hard COPY (maximum 10 x A4 or 5 x A3 pages)	\$101.50 Plus \$40.00 where requiring the scanning of hard copy original documents	
Swimming Pool Inspection Report – Digital Copy	\$51.00	

Payment (Please Tick)	In Person <input type="checkbox"/>	Telephone <input type="checkbox"/>	Post <input type="checkbox"/>	Email <input type="checkbox"/>
<b>Cheques</b> payable to: City of Bunbury, PO Box 21 BUNBURY WA 6231.				
<b>Credit Card Only</b> if paying via <b>Telephone</b> .				
Please complete attached <b>Credit Card Authority Form</b> if paying via <b>email</b> .				
TERMS & CONDITIONS				

- I hereby accept that the search fee is **non-refundable**.
- I understand that as the applicant if I am not the owner of the property, the current owners written authorisation is required.
- The search and scan process will take a minimum of 10 working days.

I have read and understood the above terms & conditions  
I am the Owner of the Property (or) Owners consent is attached

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



**CREDIT CARD AUTHORITY FORM**

Universal Form 24.11.20

Credit card payments are limited to \$25,000 if details are taken over the phone or card is not physically present. Note: Bonds can only be paid by credit/ debit card or cash in person or by cheque.

TO:

**PAYMENT OF APPLICATION FOR PREMISES LOCATED AT (IF APPLICABLE):**

STREET NUMBER:

STREET NAME:

SUBURB:

**NAME OF BUSINESS (IF APPLICABLE):**

**DETAILS OF PAYMENT** (Debtor Invoice No., Infringement No. (where payment is for an infringement - confirm vehicle registration number/address for infringement), Building Permit + Reference No., Planning Application + Reference No., Health Premises Approval, Public Building Application, Regulation 18 Application etc)

AMOUNT TO BE PAID \$

**NOTE: AMOUNT CANNOT EXCEED \$25000.00**

CARDHOLDER'S NAME:

CARD NUMBER:

BANK NAME & CARD TYPE (E.G. ANZ VISA):

CARD EXPIRY DATE:   /   CVV:

**NAME / COMPANY NAME TO APPEAR ON RECEIPT**

**EMAIL ADDRESS (TO SEND COPY OF RECEIPT TO):**

**CONTACT NAME AND PHONE NUMBER:**

**CARDHOLDER'S SIGNATURE:**

**DATE:**

/   /

**OFFICE USE ONLY:**

RECEIPT:  POSTED  EMAILED

CC TO:

RECEIPT NO.

DATE   /   /

CASHIER