

Application form: Building permit plan search



Property details			
Lot No.:		House No:	
Street:			
Suburb:		Postcode:	
Owners Name:		Phone no.:	

Applicant details			
Name:			
Postal address:			
Email:		Phone no:	

Fees payable on application – Please allow ten (10) working days to be processed			
Option 1 – Building permit plans search request			
	All permit plans the Shire has on record for your property will be provided (e.g. Site plans, building permits)		\$56.00
Option 2 – Site plan request			
	Site plan		\$24.75
Application to receive plans via (please tick) Collect Email Post			
If it is your intention to use copies of these plans for lodgement of a “new” application, please ensure that previous date and approval stamps are removed before lodgement and mark plans clearly with proposed additions before submitting. For any clarification or additional information, please contact the Shire Office on 08 97 270 222.			
Payment (please tick) In person Phone Post			
Cheques payable to: Shire of Capel, PO Box 369, CAPEL WA 6271			
Credit card Only available via phone			
Office use only			
Date received:			
Accepting officer initials:			
Receipt no.:			

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Owner declaration		
<p>As per section 131 of the Building Act 2011, copies of building records can be provided in accordance with:</p> <ul style="list-style-type: none">• An interested person means an owner of the building or incidental structure to which the building record relates; or a person who has the written consent of an owner to receive a copy of a building record relating to the owner.• A permit authority may, on application by an interested person, and on payment of the prescribed fee, provide the interested person a copy of a building record.		
<p>Written consent is required in the following circumstances:</p> <ul style="list-style-type: none">• If the property is owned by a company, a company letterhead signed by an authorised person must be provided.• If the property is in relation to a deceased estate, documentation supporting a person’s authority to act on behalf of the deceased estate must be provided.		
<p>I, the property owner, accept and consent to the below:</p> <ul style="list-style-type: none">• The fee required to complete a request for a building records search is non-refundable.• Building records will be provided to the nominated applicant.• The quality and availability of building records cannot be guaranteed.• Building records may not be to scale or depict all existing structures, and therefore, may not be suitable for resubmission.• The search timeframe may be extended in exceptional circumstances.• A property inspection to determine the existence of unauthorised structures is not included in the fee.		
<p>The Shire of Capel does not have a complete historic record of all structures within its District.</p> <p>Plans may not be available in some circumstances.</p>		
Owner name	Signature	Date