

## Building Permit Plan Search Request

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)
Applicant Details – Please print clearly and complete all fields			
Name:			
Postal Address:			
Email Address:		Phone No.:	
Plans Required and Schedule of Fees & Charges			2019/2020
<b>Payable on application. Please allow ten (10) working days for search to be processed.</b>			
<b>Dwelling Building Permit &amp; Plans</b> <i>(includes all approved plans and documents for the dwelling. For example site, floor plans, elevations, structural &amp; engineering details)</i>		\$49	<input type="checkbox"/>
<b>Other Building Permit &amp; Plans</b>		\$16 (for each subsequent permit)	
<input type="checkbox"/> Patio / Pergola <input type="checkbox"/> Swimming Pool / Spa <input type="checkbox"/> Shed <input type="checkbox"/> Garage / Carport <input type="checkbox"/> Second dwelling <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Septic Approval <input type="checkbox"/> Dwelling Additions or Extensions			
<b>Site Plan only</b>			
<b>Applicant To Receive Plans Via (Please Tick)</b> <input type="checkbox"/> Collect <input type="checkbox"/> Email <input type="checkbox"/> Post			
If it is your intention to use copies of these plans for lodgement of a "new" application, 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.			
<b>Payment (please tick)</b> <input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Post <input type="checkbox"/> Email			
<b>Cheques</b> payable to: Shire of Capel, PO Box 369, CAPEL WA 6271 <b>Credit Card Only</b> if paying via <b>Telephone</b> Please complete attached <b>Credit Card Authority</b> if paying via <b>email</b>			
Office Use Only			
Date Received		Records Office	
Accepting Officer Initials			
Receipt #			
Building Permit #			

**OWNER DECLARATION**

**As per section 131 of the Building Act 2011, copies of building records can be provided in accordance with:**

- A permit authority may, on application by an interested person and on payment of the prescribed fee, provide to an interested person a copy of a building record.
- 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.

**Written consent is required in the following circumstances:**

- 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.

**I, the property owner, accept and consent to the below:**

- The fee required to complete a Request for 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, therefore, may not be suitable for resubmission.
- The search time-frame may be extended in exceptional circumstances.
- A property inspection is not included to determine the existence of unauthorised structures.

**The Shire of Capel does not have a complete historic record of all structures within its District. Plans may not be available in some circumstances.**

Owner Name

Signature

Date

## Credit Card Authority

To Shire of Capel  
PO Box 369  
CAPEL WA 6271

Payment for \_\_\_\_\_

Property \_\_\_\_\_

\_\_\_\_\_

Please complete the section below:	
<b>Amount to be Paid</b>	\$ _____
<b>Card Number</b>	_____
<b>Card expiry date</b>	<b>Security Code</b>
<b>Type of Card</b>	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/>
<b>Card Holders Name</b>	_____
<b>Contact phone</b>	_____
<b>Email</b>	_____
<b>Date</b>	_____
<b>Signature</b>	_____

**Please note** - Council does not accept Diners Club International Cards.