

Shire of Mundaring

7000 Great Eastern Highway, MUNDARING WA 6073

Telephone: (08) 9290 6666

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E-mail: shire@mundaring.wa.gov.au

www.mundaring.wa.gov.au

Copies of Building Plans

GENERAL:

The Shire of Mundaring will, where possible, provide copies of approved building and associated effluent disposal system plans upon request.

HOW TO REQUEST COPIES OF BUILDING PLANS

To request copies of plans for approved buildings and/or associated effluent disposal systems, please complete the reverse of this form and return it to the Shire of Mundaring along with the appropriate fee.

WHO CAN REQUEST COPIES?

The owner or mortgagee of any property, or any person authorised in writing by the owner or mortgagee, may request copies of the Shire's Building Plans.

Written authorisation must accompany the request for copies of plans.

FEES APPLICABLE

Building Plan Searches

A fee of \$77.00 (including GST) applies if plans are held off-site (most plans are held off-site).

A fee of \$37.00 (including GST) applies for plans which are held in-house (only plans approved from 2007 on).

Effluent Disposal System Plan Searches

A fee of \$5.50 (including GST) applies (per approval). Effluent Disposal Plans (where available) will be copied as part of a full Building Plan Search.

All fees are payable per property, and non-refundable if, for any reason, the plans are unavailable.

MORE INFORMATION

If you require any further information, you may contact Council's Customer Services on 9290 6666 during normal office hours.

DISCLAIMER:

This information sheet is correct as at July 2008 and may be subject to alteration without notice.

INFORMATION SHEET

Requesting A Search For Building Plans

To request a search for plans of approved buildings and/or associated effluent disposal systems, please complete this form and return it to the Shire of Mundaring, 7000 Great Eastern Highway, MUNDARING WA 6073, together with the appropriate fee.

Please indicate which search you would like carried out:

- FULL SEARCH for all approved structures (including Effluent Disposal System) held in archives --- \$77.00 (GST inc)
- Plans held in archives for specific structure/s ONLY --- \$77.00 (GST inc).
Please state which structure/s: _____
- Plans held in-house only (from 2007 on) --- \$37.00 (GST inc)
- Effluent Disposal System --- \$5.50 (GST inc)

AUTHORISATION FOR COPIES OF BUILDING PLANS

Please tick one of the following & sign where indicated:

- I am the owner of this land, & applicant as stated below.
 _____ (signature)
- As owner of this property, I authorise the applicant to obtain copies of approved building and/or associated effluent disposal system plans.
 _____ (owner's signature)
- I have attached the owner's letter of authorisation.

Please complete the following for the relevant property:

Applicants Name: _____ Tel No: _____

Owner's Name: _____ Tel No: _____

Property Address: _____

Suburb: _____

Postal Address where copies of plans are to be sent:

Address _____

Suburb: _____ Post Code: _____

Payment by: Visa Mastercard Amount: \$ _____

Card Holder Name: _____

Card Number: □□□□ □□□□ □□□□ □□□□ Expiry Date: □□ / □□

Signature: _____ Date: _____