

# PLANNING AND BUILDING INFORMATION REQUEST



Consent from Owners of the Subject Land			
<i>(where the owner is listed in a business name, please provide a current Certificate of Title)</i>			
Name:		Name:	
Postal Address:			
Phone:		Mobile:	
E-Mail:			
Signature:		Date:	
Signature:		Date:	

Details of Person/s Requesting Information		
<input type="checkbox"/> Owner	<input type="checkbox"/> Property Management	<input type="checkbox"/> Other
Name:		
Postal Address:		
Phone:		Mobile:
E-Mail:		
Signature:		Date:

Property Details		
Street / House No:	Lot No:	Location No:
Street Name:		Suburb:

Planning Information		
<i>(owners consent required where there is a *)</i>		
*Written Planning Advice – including Planning Statements (zoning)	\$73.00	<input type="checkbox"/>
*Copy of Development Approval & Plans	\$110.00 per approval	<input type="checkbox"/>

Building Information		
<i>(owners consent required where there is a *)</i>		
*Copy of Approved Residential Building Plans	\$35.00 per permit	<input type="checkbox"/>
*Copy of Approved Commercial Building Plans	\$55.00 per permit	<input type="checkbox"/>
Building Approval List	\$100.00	<input type="checkbox"/>
*Swimming Pool Enclosure Inspection and Report	\$220.00	<input type="checkbox"/>
*Copy of Documents <ul style="list-style-type: none"> <li>• Swimming Pool Enclosure Report</li> <li>• Building / Demolition / Occupancy Permit</li> <li>• Home Indemnity Insurance</li> </ul>	\$62.00 Per document	<input type="checkbox"/>

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<b>Details of Request</b> <small>(please provide specific details to ensure clarity for your request)</small>	
I wish to apply for access to documents concerning:	

<b>Copy of Approved Plans</b> <small>(please choose preferred format)</small>		
Hard Copy	- No charge for A3/A4. - Plans larger than A3 will cost an additional \$18.60 Post: <input type="checkbox"/> Phone to collect: <input type="checkbox"/>	<input type="checkbox"/>
PDF file – to be emailed where file size is 10MB or less. Larger plans may be sent by SharePoint link.		<input type="checkbox"/>

<b>Advice Notes</b>	
<ul style="list-style-type: none"> <li>• Please ensure you have provided the current owners consent, where required;</li> <li>• For copies of approved Building plans, an initial search fee of \$100 may be required prior to the commencement of the search, and a Building Approvals List provided. Following confirmation of which permits the plans are requested for (i.e. house, shed etc) the following fees will be payable prior to the copies being released;                             <ul style="list-style-type: none"> <li>○ Residential Properties \$35.00 per permit</li> <li>○ Industrial/Commercial Properties \$55.00 per permit</li> </ul> </li> <li>• Please allow 10 working days to complete the search;</li> <li>• The Town of Port Hedland does not have copies of sewer lines and water lines. Please contact the Water Corporation on 13 13 95 for this information</li> <li>• Some details and plans i.e. contours may not be available, particularly with older approvals; <u>The fee is to carry out a search of the Towns records. If requested plans cannot be located, the fee is <b>not</b> refunded.</u></li> </ul>	

<b>OFFICE USE ONLY</b>	
Date Received:	Owners Consent:
Initial Fee:	Receipt N <sup>o</sup> :
Copy of Plans Fee:	Receipt N <sup>o</sup> 2:
Total Fee:	Accepting Officer: