City of
Bayswater

Plan Search Request

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

SEARCH DETAILS

Property Address: .....

Lot No: ..... Diagram/Plan No: .....

Plans required:
- ❑ Building Permit
- ❑ Development Approval
- ❑ Full set of plans .....
  (Development Approval or Building Permit reference if known)
- ❑ Specific plans or detail .....
  (site plan, septic plan, etc.)

Requested format:
- ❑ Hard copy
- ❑ Soft copy (.pdf)

Approximate year development was constructed (if known): .....

REQUESTED BY

Name: .....

Phone: ..... Email: .....

I confirm that:
- ❑ I am the current owner of the above mentioned property.
- ❑ I am not the current owner of the above mentioned property and have attached authorisation from the current property owner(s) to request this plan search request.

Signature: ..... Date: .....

PLEASE NOTE

1. The plan search may take up to ten business days to complete.
2. Written authorisation is required from the current property owner in all cases, including property sale/settlement. Real estate agents cannot authorise a plan search request.
3. Plan search requests relating to strata developments will only include plans for the unit(s) associated with the owner authorising the request. Should copies of the entire development be required, written authorisation from the Strata Manager is required. (fees are applicable to each unit)
4. The City of Bayswater accepts no responsibility for the loss, damage or unavailability of plans. In the event no plans are retrieved, an application may be lodged for a 50% refund of the plan search fee.

City of
Bayswater

OFFICE USE ONLY

To be paid on request		Number	Cost	Total
Building Permit retrieval - Residential		.....	$77	.....
Building Permit retrieval - Strata		.....	$77	.....
Building Permit retrieval - Commercial		.....	$121	.....
Development Approval retrieval		.....	$100	.....

To be paid prior to issue of plans (strata and commercial Building Permits only)		Number	Cost	Total
Photocopying/scanning per page	A4	.....	$0.25	.....
	A3	.....	$0.50	.....
	A2	.....	$1.00	.....
	A1	.....	$2.00	.....
	A0	.....	$4.00	.....

Total to be paid **.....**

Property ID	Application ID
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....