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 - full set of plans

□ Development Approval (Building permit or Development approval if known)

□ Specific plans or detail: _____

(e.g. site plan, septic plan, etc.)

Requested format: □ Hard copy OR □ Email copy (Depending on size, USB or Dropbox may be required)

Approx. year constructed (if known): _____

Applicant:

Name: _____ Phone: _____

Email: _____

Signature: _____ Date: _____

If strata or unit, please indicate on a map which structure.

For a battle axe property please circle: **front or rear**

If you are not the owner of the property, the owner's authorisation is required below.

If property is in a company name, ASIC extract or company letterhead will be required.

Owner:

Name: _____ Phone: _____

Email: _____ Signature: _____ Date: _____

In completing this field, you are authorising the above applicant to do the search on your behalf.

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PLEASE NOTE

1. If the plans are of very large volume, it is at the City's discretion to charge an hourly rate of $50/hour with a 50% deposit.
2. The plan search may take up to ten business days to complete.
3. Authorisation is required from the current property owner in all cases, including property sale/settlement. Real estate agents cannot authorise a plan search request.
4. Plan search requests relating to strata developments will only include plans for the unit(s) associated with the owner authorising the request. Written authorisation from the Strata Manager is required for full strata developments (fees apply per unit).
5. The City of Bayswater accepts no responsibility for the loss, damage, or unavailability of plans. If no plans are retrieved, a written request may be lodged for a 50% refund of the plan search fee.

TO BE PAID ON REQUEST:

Building Plan retrieval - Residential	**$88.68**
Building Plan retrieval - Strata*	**$88.68**
Building Plan retrieval - Commercial	**$139.05**
Development Approval retrieval	**$55.00**

To be paid prior to issue of plans:

*Strata and commercial Building Plans Photocopying/scanning per page.

	Number	Cost	Sub Total
A4		$0.25	
A3		$0.50	
A2		$1.00	
A1		$2.00	
A0		$4.00	
		Total	$

Office Use Only:

Property ID: _____ Application ID: _____

The information you provide will be used to assess, manage and resolve your request in accordance with the City's Privacy Policy.