

Building Plan Request Form

Note: The City of Bunbury will endeavour to locate plans as requested within ten (10) working days. Please be advised that the search fee is non-refundable if for any reason the plan is unable to be located in the City's records. Plans prior to 1972 are unavailable. If the property is a Department of Housing (Homeswest) Dwelling there is a possibility the City of Bunbury will not have plans on record.

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)
Email Address:			
Applicant Details – Please print clearly and complete all fields			
Name: *			
Postal Address:			
Email Address: *			
Contact No.: *			
Are you the Owner of the Property? *		Yes	No
If No , please attach Written Authority from the Owner/s			

* **Mandatory**

Plans Required and Schedule of Fees & Charges 2022/2023		T110
<i>Payable on Application. Please allow ten (10) working days for search to be processed</i>		
Residential Building Permit / Plans – Digital Copy sent by email.	\$42.20	
Description of Building Permits Approved via Email	\$42.20	
Commercial Building Permits / Plans – Digital Copy sent by email.	\$89.10 Plus \$40.00 where requiring the scanning of hard copy original documents.	
Residential Building Permit / Plans – Hard copy (maximum of 10 x A4 or 5 x A3 pages)	\$89.10	
Commercial Building Permits / Plans – Hard copy (maximum 10 x A4 or 5 x A3 pages)	\$104.50 Plus \$40.00 where requiring the scanning of hard copy original documents	
Swimming Pool Inspection Report – Digital Copy	\$52.50	

Payment (Please Tick)	In Person	Telephone	Post	Email
Cheques payable to: City of Bunbury, PO Box 21 BUNBURY WA 6231.				
Credit Card Only if paying via Telephone .				
Please complete attached Credit Card Authority Form if paying via email .				
TERMS & CONDITIONS				

- I hereby accept that the search fee is **non-refundable**.
- I understand that as the applicant if I am not the owner of the property, the current owners written authorisation is required.
- The search and scan process will take a minimum of 10 working days.

I have read and understood the above terms & conditions
I am the Owner of the Property (or) Owners consent is attached

Sign: _____ Date: _____