

## Building Plan Request Form

### 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 <input type="checkbox"/>	No <input type="checkbox"/>

**If No, please attach Written Authority from the Owner/s**

**\* Mandatory**

Plans Required and Schedule of Fees & Charges 2023/2024		T110
Residential Building Permit / Plans – <b>Digital Copy sent by email.</b>	\$46.00 (nil GST) per report	
Commercial Building Permits / Plans – <b>Digital Copy sent by email.</b>	\$96.50 (nil GST) per report	
Residential Building Permit / Plans – Hard copy ( <b>maximum of 10 x A4 or 5 x A3 pages</b> )	\$96.50 (nil GST) per application	
Commercial Building Permits / Plans – Hard copy ( <b>maximum 10 x A4 or 5 x A3 pages</b> )	\$114.00 (nil GST) per application	
Swimming Pool Inspection Report – Digital Copy	\$57.00 (nil GST) per report	

Payment (Please Tick)	In Person <input type="checkbox"/>	Telephone <input type="checkbox"/>	Post <input type="checkbox"/>	Email <input type="checkbox"/>
<b>Cheques</b> payable to: City of Bunbury, PO Box 21 BUNBURY WA 6231. <b>Credit Card Only</b> if paying via <b>Telephone</b> . Please complete attached <b>Credit Card Authority Form</b> if paying via <b>email</b> .				
<b>TERMS &amp; CONDITIONS</b>				

- 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 authorization is required and attached.
- The search and scan process will take a minimum of 10 working days.
- I understand that Plans prior to 1972 are unavailable.
- I have read and understood the above terms & conditions

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Credit card payments are limited to \$25,000 if details are taken over the phone or card is not physically present. Note: Bonds can only be paid by credit/ debit card or cash in person or by cheque.

TO:

CITY OF BUNBURY

**PAYMENT OF APPLICATION FOR PREMISES LOCATED AT (IF APPLICABLE):**

**STREET NUMBER:**

**STREET NAME:**

**SUBURB:**

**NAME OF BUSINESS (IF APPLICABLE):**

**DETAILS OF PAYMENT** (Debtor Invoice No., Infringement No. (where payment is for an infringement - confirm vehicle registration number/address for infringement), Building Permit + Reference No., Planning Application + Reference No., Health Premises Approval, Public Building Application, Regulation 18 Application etc)

**AMOUNT TO BE PAID**

\$

**NOTE: AMOUNT CANNOT EXCEED \$25000.00**

**CARDHOLDER'S NAME:**

**CARD NUMBER:**

**BANK NAME & CARD TYPE (E.G. ANZ VISA):**

**CARD EXPIRY DATE:**

**CVV:**

**NAME / COMPANY NAME TO APPEAR ON RECEIPT**

**EMAIL ADDRESS (TO SEND COPY OF RECEIPT TO):**

**CONTACT NAME AND PHONE NUMBER:**

**CARDHOLDER'S SIGNATURE:**

**DATE:**

**OFFICE USE ONLY:**

**RECEIPT:**

☐

POSTED

☐

EMAILED

☐

CC TO:

**RECEIPT NO.**

**DATE**

**CASHIER**