

Building Plan Request Form

Property Details:			
LOT No.:	Unit No.	House No.*	
Street Name: *		Suburb:*	
Owner Name(s): *			
Contact No.:	(H)	(W)	(M)
Email Address:*			
Applicant Details:			
Name: *			
Postal Address: * <i>(If requesting Hard Copies)</i>			
Email Address: *			
Contact No.: *			
Are you the Owner of the Property? *		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If No, please attach Written Authority from the Owner/s</i>			

* Mandatory

Plans Required and Schedule of Fees & Charges 2024/2025		
Residential Building Permit / Plans – Digital Copy sent by email.	\$48.00 (nil GST) per property	
Commercial Building Permits / Plans – Digital Copy sent by email.	\$100.50 (nil GST) per building approval	
Residential Building Permit / Plans – Hard copy (maximum of 10 x A4 or 5 x A3 pages)	\$100.50 (nil GST) per application	
Commercial Building Permits / Plans – Hard copy (maximum 10 x A4 or 5 x A3 pages)	\$119.00 (nil GST) per application	
Swimming Pool Inspection Report – Digital Copy	\$59.00 (nil GST) per report	

Payment (please tick)	In Person	Phone	Post	Email
<ul style="list-style-type: none"> • 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. 				

Declaration: *

- 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

Name:* _____ Sign:* _____

Date:* _____

