

Building Plan Request Form

Property Details:							
LOT No.:		Unit No.				House No.*	
Street Name: *				Subu	ourb:*		
Owner Name(s): *							
Contact No.:*	(H)		(VV)			(M)	
Email Address:*			I			I	
Applicant Details:							
Name: *							
Postal Address: * (If requesting Hard Copies)							
Email Address: *							
Contact No.:*							
Are you the Owner of the Property?*				Yes No			
If No , please attach Wr	itten Authority from th	ne Owner/s	5				
* Mandatory							
Plans Required and	d Schedule of Fees	& Charg	ges 2024/2	025			
Residential Building by email.	; Permit / Plans – Di	igital Co _l	py sent			00 (nil GST) property	
Commercial Building Permits / Plans – Digital Copy sent by email.		Сору	\$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)			ру	\$119.00 (nil GST) per application			
Swimming Pool Inspection Report – Digital Copy			ру	\$59.00 (nil GST) per report			

Payment (please tick) In Person Phone 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.

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: *
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Date:*	



CREDIT CARD AUTHORITY FORM

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.

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 AMOUNT TO BE PAID S NOTE: AMOUNT CANNOT EXCEED \$25000.00 CARDHOLDER'S NAME: CARD NUMBER: CARD NUMBER: 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 NO. DATE CCTO: RECEIPT NO. CASHER	TO:	CITY OF BUNBURY						
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