

Application form: Building permit plan search



Property Details			
Lot		House	Street Name
Suburb			Postcode
Owners Name			Phone

Applicant Details			
Name		Phone	
Postal Address		Email	

Processing Fee – This is an admin fee based on the number of structures on the property. Please select applicable fee below.			
Site Plan	Drawings Only Property has 1-3 Structures	Drawings Only Property has 4+ Structures	All Documents on File May include
Site Plan (most recent)	<ul style="list-style-type: none"> • Site/Floor plans • Elevations • Engineering • Septic 	<ul style="list-style-type: none"> • Site/Floor plans • Elevations • Engineering • Septic 	<ul style="list-style-type: none"> • All Drawings • Specifications • BAL Documents • Soil Report
\$25 <input type="checkbox"/>	\$35 <input type="checkbox"/>	\$55 <input type="checkbox"/>	\$75 <input type="checkbox"/>

Receive Plans Via	Collect <input type="checkbox"/>	Email <input type="checkbox"/>	Post <input type="checkbox"/>
Payment Method	In Person <input type="checkbox"/>	Phone <input type="checkbox"/>	Emailed requests – we will email Applicant for payment

If you intend to use these plans to lodge a new application, please ensure that previous dates and approval stamps are removed before lodgement. Ensure plans are clearly marked with proposed new structures before submitting. For additional information, please contact us on 08 9727 0222.

I, the Property Owner named on this form, confirm I have read, understood and agree to, the Owner Declaration as outlined on page 2 of this document.

Owner Name		Signature		Date	
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Office Use Only		
Date Received		
Accepting Officer Initials		
Receipt		

Owner Declaration

As per section 131 of the Building Act 2011, copies of building records can be provided in accordance with:

- A permit authority may, on application by an interested person, and on payment of the prescribed fee, provide the interested person a copy of a building record.

An interested person means an owner of the building or incidental structure to which the building record relates; or a person who has the written consent of an owner to receive a copy of a building record relating to the owner.

Written consent is required in the following circumstances:

- If the property is owned by a company, a company letterhead signed by an authorised person must be provided.
- If the property is in relation to a deceased estate, documentation supporting a person's authority to act on behalf of the deceased estate must be provided.

I, the property owner, accept and consent to the below:

- The fee required to complete a request for a building records search is non-refundable. The fee is an administration cost and does not guarantee the desired information will be on file.
- Building records will be provided to the nominated applicant.
- The quality and availability of building records cannot be guaranteed.
- Building records may not be to scale or depict all existing structures, and therefore, may not be suitable for resubmission.
- Allow 10 business days for processing your request. The search timeframe may be extended in exceptional circumstances.
- A property inspection to determine the existence of unauthorised structures is not included in this fee.

The Shire of Capel does not have a complete historic record of all structures within its District.

Plans may not be available in some circumstances.