



TRIM Reference: \_\_\_\_\_

## PLAN SEARCH REQUEST

Plans will be available to collect at the Civic Centre Reception Desk after you have been contacted by phone. Plans will only be posted upon request.

### SEARCH DETAILS

Lot Number: \_\_\_\_\_ House Number: \_\_\_\_\_

Street: \_\_\_\_\_

Plans Required:  Full Set of Plans  Site Plans Only  Other

### REQUESTED BY

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

### I confirm that:

- I AM** the current owner of the above-mentioned property.
- I AM NOT** the current owner of the above-mentioned property and have attached authorisation to request this archive search and view the building plans from the current property owner.

Signature: \_\_\_\_\_

### PLEASE NOTE

1. Application for search to be lodged with payment. Plans will be ready for collection a maximum of 5 working days after lodgement.
2. Real Estate Agents **cannot** authorise copies of plans without additional authorisation from the property owner.
3. Written authorisation is required from the **current** property owner in **all** cases (including property sale/settlement).
4. Owners requesting copies of strata plans will be given plans for their own unit ONLY. Should copies of the entire strata complex be required, written authorisation from the Strata Manager is required.
5. The City of Greater Geraldton accepts no responsibility for the loss or damage to the plans.
6. In the event that NO plans can be retrieved, a 50% refund of the search fee may take up to 5 working days. **Plan search Request fees are \$66 as of 1 July 2018.**



## OFFICE USE

Plan Search Fee: 13200603.1302

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

Receipt Number: \_\_\_\_\_

Cashier: \_\_\_\_\_

Date of Search: \_\_\_\_\_

Contacted  
Applicant: \_\_\_\_\_

Completed By: \_\_\_\_\_

## PLAN SEARCH INFORMATION

### COPIES OF THE FOLLOWING INFORMATION MAY BE REQUESTED

- Plans – Site Plan, Floor Plan and Elevations
- Footing Details
- Building Licence Application
- Building Licence

### WHO CAN REQUEST COPIES?

Plan searches will only be undertaken if the request form is signed by the owner. Only the property owner is entitled to view or request copies of the City's Building Plans.

### The owner includes:

- The person shown on the City's records as being the owner.
- A person who is authorised in writing by the owner.

Real Estate Agents **CANNOT** authorise copies of plans without additional written approval from the current property owner.

The City will require proof of identity, and/or written authority from the current property owners.

Owners requesting copies of Strata Plans will be given plans for their own unit ONLY. Should a copy of the entire complex be required, written authorisation from the Strata Manager is required.

The City of Greater Geraldton accepts no responsibility for the loss or damage to plans. Plans prior to 1970 may not be available.

In the event that no plans can be retrieved, a 50% refund of the search fee paid will occur. It may take up to five (5) working days to process the refund.

### FEES APPLICABLE

#### Residential:

Building Plans – a fee of \$66.00 (including GST) to be paid with the application. This includes photocopying charges for only one complete set of plans. Additional sets of plans would attract a further fee.

#### Commercial / Industrial:

Building Plans – a fee of \$66.00 (including GST) to be paid on application.

#### *This excludes photocopying charges*

Additional charges applicable for the photocopying of plans for Commercial/Industrial buildings.

A4 - \$0.60 / per B&W    A4 - \$2.50 / per Colour  
A3 - \$0.70 / per B&W    A3 - \$4.00 / per Colour  
A2 - \$7.55 / page  
A1 - \$11.55 / page  
A0 - \$12.60 / page

### HOW TO REQUEST A COPY OF PLANS

A Plan Search request form is to be completed and may either be posted to the City at PO Box 101 Geraldton WA 6531, delivered to the City of Greater Geraldton Civic Centre or Mullewa Office or emailed to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au) with the appropriate fee enclosed or payment can be arranged on collection.

Once applications are lodged the search will commence at 10.00am the following working day to be ready for collection a maximum of 5 working days after lodgement, as most of the Building Plans need to be obtained from the City's archives.

**DISCLAIMER:** *This information sheet is correct as at July 2018 and may be subject to alteration without notice.*