

## Request for Building Records

Search Type Required	Time Frame	Cost
<b>Specific Record</b> - most recent site & floor plan	5 business days	\$30.00
<b>Swimming Pool Inspection Report</b> - most recent inspection report	5 business days	\$30.00
<b>Specific Set of Records - Residential</b> - elevations, engineering plans	10 business days	\$198.00
<b>Building Approval Enquiry - Residential</b> - all building approvals & plans	15 business days	\$198.00
<b>Specific Set of Records - Commercial</b> - elevations, engineering plans	20 business days	\$396.00

**Please note any specific information required:** i.e. boundary measurements, drainage information, specific structure, original site or floor plan.

Owner & Property Details	Swimming pool / spa on property?	Yes	No
Name(s)			
Lot No.	Street No.	Unit No.	
Street Name			
Suburb		Postcode	
Contact No.	(H)	(W)	(M)

Applicant Details (this section must be completed to process your application)			
Name			
Street Name			
Suburb		Postcode	
Contact No.	(H)	(W)	(M)
<p><b>The City is environmentally friendly, all building records will be emailed to the applicant, unless otherwise requested.</b></p>			
Email Address (please print clearly below):			Alternative Option:
Email			Post      Collect

Please see over page for terms & conditions





## Acknowledgment of Terms & Conditions

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 to an **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 and must be submitted when lodging a 'Request for Building Records' form. Please note, a third party request will not be processed without written consent:**

- If the applicant is not the property owner.
- 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.

### Terms & conditions:

- Fee payment is required before a Request for Building Records request can be processed.
- The applicable fee is non-refundable.
- The City of Armadale does not have a complete historic record of all structures within its District.
- The quality and availability of building records cannot be guaranteed.
- Building records may not be to scale or depict all existing structures.
- The search time-frame may be extended in exceptional circumstances.
- A property inspection is not included to determine the existence of unauthorised structures.
- Copies of plans greater than A3 will incur an additional charge as per the Schedule of Fees & Charges outlined in the City's Annual Budget.
- Copies of building records or plans will be emailed to the nominated applicant. Hard copies can be posted or collected from the City's main administration building upon request.

## Owner Consent / Acknowledgment of Terms & Conditions

Tick the box (mandatory) to confirm you are the property owner and accept the above terms & conditions. As the property owner, you declare the information you have provided is true and correct.

Signature

Date

## Applicant Acknowledgment of Terms & Conditions (if not property owner)

Tick the box (mandatory) to confirm you are the applicant and accept the above terms & conditions. As the applicant, you declare the information you have provided is true and correct.

Signature

Date

