Telephone: (08) 9394 5000
Facsimile: (08) 9394 5184
Website: www.armadale.wa.gov.au
Email: info@armadale.wa.gov.au
Address: 7 Orchard Avenue, Armadale, Western Australia 6112

CITY OF Armadale

Request for Building Records

Search Type Required (please select <u>one</u> option, below)	Time Frame	Cost
Specific Record – most recent site & floor plan, unless otherwise requested	5 business days	$30.00
Swimming Pool Inspection Report – most recent inspection report	5 business days	$30.00
Specific Set of Records – i.e. elevations, engineering, specific structure	10 business days	$198.00
Building Approval Enquiry – full archive search	15 business days	$198.00

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
Lot No.	Street No.	Unit No.	
Street Name			
Suburb		Postcode	
Name(s)			
Contact No. (H)	(W)	(M)	

Applicant Details (if not property owner)	☐ Applicant is property owner as above
Name	
Street Name	
Suburb	Postcode
Contact No. (H)	(W) (M)

Building records will be emailed to the applicant, unless stated otherwise. Please complete email address below:	Alternative option	
Email	Mail	Collect

Please see over page for terms & conditions

Telephone: (08) 9399 0111
Facsimile: (08) 9399 0182
Website: www.armadale.wa.gov.au
Email: info@armadale.wa.gov.au
Address: 7 Orchard Avenue, Armadale, Western Australia 6112

CITY OF Armadale

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.

Name	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 are true and correct.

Name	Date