

Request for Building Records

Select (please tick) one type of search from the below options

Search Type Required	Time Frame	Cost	Details (please tick)
<input type="checkbox"/> Specific Plan	5 Working Days	\$30.00	Site Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Other:
<input type="checkbox"/> Specific Set of Building Records	10 Working Days	\$198.00	Details/Structure:
<input type="checkbox"/> Building Approval Enquiry	15 Working Days	\$198.00	Is there a pool and/or spa at the property? Yes <input type="checkbox"/> No <input type="checkbox"/>

Payment must be received before your request can be processed.

A Building Services Officer will contact the applicant for credit card payment via telephone.

Property Details – Please print clearly and complete all fields

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

Applicant Details – Please print clearly and complete all fields

Name		
Mailing Address		
Email Address		
Contact No.	(H)	(W) (M)
Applicant to receive plans via (please tick) Collect <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/>		

Please see over the page for Owner's Declaration





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 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:

- 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 Building Records search is non-refundable.
- 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, therefore, may not be suitable for resubmission.
- 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.

The City of Armadale does not have a complete historic record of all structures within its District.

Plans may not be available in some circumstances.

Owner Name

Signature

Date

Office use only

Date Received:		Date Paid:		Parcel:	
Licence/Permit No.	Year Issued	Structure/s		Plans Y/N	
Computer	Street Books	Tax Maps		Permit List	
Pool/Spa: Y/N	Last Inspected	Report No.		Complies: Y/N	
Record No.	Completed by		Date		