



CITY OF BUNBURY
BUILDING PLAN REQUEST FORM 2014/2015

Please Note: *If plans cannot be located, the search fee will not be refunded, as it is an Application Fee.*

- **There are no plans available prior to 1972.**
- *If the property is a Department of Housing (Homeswest) dwelling there is a possibility the City of Bunbury will not have the plans. This is because the Department as an agency of the Crown is not bound by the requirements of section 374 of the LGMPA which requires the submission of plans to a local government.*

PROPERTY DETAILS

BUILDING LICENCE NUMBER/S:		YEAR:			
				Included in the \$82.00 search charge	
				Add another \$10.00 to the search charge	
				Add another \$10.00 to the search charge	
PROPERTY ADDRESS	Street Address:	No:	Street Name:		
		Suburb:	Postcode:		
	Lot/Location				
APPLICANT DETAILS	Name:				
	Address:				
	Postal Address:				
	Phone:	Home:	Work:	Mobile:	
	Fax:		Email:		
	I CERTIFY THAT I AM THE OWNER OF ABOVE PROPERTY AND / OR HAVE WRITTEN AUTHORITY FROM THE OWNER TO HAVE ACCESS TO THE PLANS. I AM AWARE THAT THE PROCESS CAN TAKE UP TO TEN (10) WORKING DAYS.				
	Signature:			Date:	

Please tick ✓ info required: Full set of Plans Site Plan Floor Plan Elevations Engineering Details

Other - please list

FEES NOTE: FURTHER CHARGES APPLY UPON COLLECTION	CHARGE	COST (GST EXCLUSIVE)	NUMBER	TOTAL COST
Search Charges – these fees are NON-REFUNDABLE				
Search Fee T110	\$ 82.00	82.00		
Search Fee (Additional Licences for same property) T110	\$ 10.00	10.00		
TO BE PAID UPON APPLICATION			TOTAL	
Additional Copy Charges T135				
Plan Prints A4 Photocopy		3.15		
Plan Prints A3 Photocopy		6.60		
Plan Prints A2 Photocopy		13.90		
Plan Prints A1 Photocopy		22.30		
Plan Prints A0 Photocopy		44.00		
TO BE PAID AT TIME OF COLLECTION			TOTAL	

OFFICE USE ONLY: The customer was advised no plans are available prior to 1972. Plans for Homeswest dwellings may not be available, search fees are non-refundable and additional fees for photocopying are applicable if hard copies are requested.

Initialed by:

Date:

CASHIER – Allocate TOTAL amount to: T110 Revised: July 2014

Freedom of Information Application Form



Freedom of Information Act 1992

Full Name:

Australian Postal Address:

..... **Postcode:**

Telephone *(Business)* *(Private)*

Mobile *(if applicable):* **Email**

In the space below, provide details of the information you would like access to. If there is insufficient space - attach a separate page. Provide as many details as you can and be specific, for example, state the date(s) of correspondence required or a range of dates; file numbers (if known) and/or the type or name of reports or plans being sought, etc.

I/we request access to the following material held by the City of Bunbury:

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Post or hand deliver this completed form to: The FOI Officer, City of Bunbury, 4 Stephen Street (PO Box 21), Bunbury WA 6230. In order for your request to be registered, the form **MUST** be accompanied by your cheque or money order to cover the \$30.00 application fee required under the FOI Act 1992.

Please note:

- An application fee of \$30.00 is required when submitting an application for access to information under the Freedom of Information Act 1992.
- All applications will be dealt with within 45 days of payment of the application fee.
- Pursuant to section 17.1 of the Freedom of Information Act 1992, additional charges for dealing with your application may be charged, as follows: Photocopying costs (20 cents per page), and; labour time (\$30.00 per hour) which includes time spent on telephone calls, photocopying and third party consultations, editing, research and preparing correspondence.
- Queries to the FOI Officer can be directed to 9792 7273 or 9792 7234.