



Application Form

Request for Copy of Plans and/or Approvals

COP ____ / ____
Office Use Only

Address of Property to be Searched		
Lot No:	House/Street No:	Location No:
Street Name:		Suburb:
Is the property on a corner block? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the property is a strata/block of units, please circle dwelling location: front/rear/left side/ centre /right side	Approx. year of construction: <i>(Please note that plans prior to 1970 are not available)</i>

Applicant Details	
Name:	
Address:	Postcode:
Phone: (work): (mobile):	Email:
Signature:	Date:
<i>If the applicant is not the owner of the property, the owner's authorisation below is required for the release of documents.</i>	

Owner Details	
Name:	
Signature:	Date:
<i>In completing these fields I am providing authorisation to the above applicant to order the documents on my behalf.</i>	

Comments	Method of Collection
	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> City of Stirling Offices Please note that if you submit your application online, then all documents will be emailed.

Every effort will be made to obtain and provide copies of plans and/or approvals, however if the plans and/or approvals are not available or the copies are not clear due to deterioration of original documents, the cost of the search **will not be refunded**.

Request that a search for the identified property be carried out by the City of Stirling for:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Planning / Development Approvals | Fee payable: \$80.00 (including GST) |
| <input type="checkbox"/> Building Plans - Single Residential | Fee payable: \$80.00 (including GST) |
| <input type="checkbox"/> Building Plans - Commercial / Residential Units | Fee payable: \$120.00 (including GST) |
| <input type="checkbox"/> Home Indemnity Insurance Certificate | Fee payable: \$73.00 (including GST) |

Terms and Conditions:

- I will indemnify the City of Stirling against any claims against the City arising under the Copyright Act in connection with the City providing a copy of the plans.
- If the building forms part of a strata, duplex or any non-green title lot, consent from strata corporate body or individual owners is required.
 - Online Requests can be lodged and paid for (credit card only) using the Request for Copies of Plans online service available from: <https://www.stirling.wa.gov.au/planning-and-building/develop-your-property/where-do-i-start>
 - This form can be lodged and paid for in person at the: Council's Administration Office 25 Cedric Street, Stirling.
 - This form can be posted to: City Of Stirling PO Box 1533, Osborne Park, WA 6916
 - The processing of this request can take up to 10 working days to complete**

Please only complete the section below if you are lodging via the post or in person and wish to pay by credit card:

Credit Card Payment – Request for Copy of Plans and/or Approvals

Name on Card: _____ Contact Number: _____
 Address: _____ Signature: _____
 Card Number: _____ Type of Card : MasterCard or Visa
 Expiry Date: _____ Amount: \$ _____

N.B. - The portion below the perforated line will be shredded once the transaction is completed