

2. Property Details

Lot No.

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Street No.

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Street

State

Postcode

3. Search Criteria

Please tick the types of plans to be retrieved:

- | | |
|--|---|
| <input type="checkbox"/> Current Building Plans | <input type="checkbox"/> Fit Outs / Refurbishments |
| <input type="checkbox"/> Current Development Plans | <input type="checkbox"/> Original Structural Drawings |
| <input type="checkbox"/> Original Architectural Drawings | |
| <input type="checkbox"/> Other (please specify): _____ | |

Note: The City may not have any electrical or plumbing plans prior to 2005.

4. Ownership Details

- I am the current owner of the subject property (suitable proof of identity will be required, e.g. Driver's Licence).
- I am not the current owner of the subject property and have attached written authorisation from the owner(s) allowing the following person(s) to receive and view digital copies of the plans.

5. Fees & Charges

- Standard Archive Search (7 working day turnaround) \$103.00

*The Priority (48 Hour) service is currently not available.

6. Payment details

Please indicate your preferred payment method:

- Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- Cheque (made payable to the City of Perth)
- Credit Card (Visa, Mastercard or Amex)

Credit Card payment:

For security reasons, the City of Perth cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and tick below to authorise the City of Perth to debit that credit card. **The City of Perth will contact you to obtain your credit card number.**

Name on card (Your form cannot be accepted with credit card numbers).

Date
(DDMMYYYY)

7. Applicant Authorisation

- By ticking this box, I confirm that:
 - An Archive Search constitutes a request for plans/specifications only. No documentation will be included.
 - Individual Strata Owners are entitled to receive digital copies of the building plans for the whole strata complex.
 - I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
 - I confirm the information I have provided in this form is accurate.
 - Payment (other than by credit card) is required upon submission of the application.
 - In the event that the plans are not located, the application fee is non-refundable.

Signature _____ Date

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(for hardcopy submission only) (DDMMYYYY)

This form is available in alternative languages and formats on request