

For office use only

Date paid: / /202

\$128.00

Receipt No:

Application Form

Request for Copies of Building Plans



Please submit this form along with credit card details for payment by emailing to toc@claremont.wa.gov.au to the attention of building or alternatively

In person to our customer service team at our administration office:
308 Stirling Highway, CLAREMONT WA 6010

Or post to

Town of Claremont
PO Box 54
CLAREMONT WA 6910

Property Details

Unit number: Street number: Lot number:

Street Name: Suburb:

Search Criteria

☐ Original plans (if available)

☐ Patio / Pergola / Gazebo

☐ Current building plans

☐ Swimming pool/Spa

☐ Historical building plans

☐ Garage/Shed

☐ Other: _____

Owner(s) Details - Owner's signature(s) authorises applicant to obtain copies of plans

Owner(s) name(s) /Company name* _____

Email address: _____

Phone number/s: _____

Signature(s) of owners: _____

(All owners must sign) _____

***If owned by company please complete declaration below**

I _____

Print name

am the secretary/director of _____
Company

and have the authority to sign on behalf of the nominated company

Signature

Applicant Details

Please tick if details are same as owner above: ☐

Name(s): _____

Email address: _____

Phone number: _____

Contact person if not same as name of applicant: _____

Fee

\$128.00 Non-refundable search fee

Accompanying Notes

1. Payment is required upon submission of the application form. A receipt will be emailed for your records.
2. In the event that the plans are not located, the application fee is **non-refundable**.
3. **All plans located will be emailed to the address supplied.**

Payment Options

In Person: Council Offices Mon-Fri, 9.00am – 4.30pm

Credit Card: by phoning 9285 4300 Mon-Fri, 9.00am – 4.30pm or
by completing the attached credit card authorisation form

Privacy collection notice

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed please refer to the privacy notice on our website.