

Building Plan Search Request



Town of Cottesloe

House/Street No:	Lot No:	Street Name:
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Agent/Applicant Details

Name:	
Address:	
Postcode:	
Phone:	Email:

Owners Details

Name:	
Address:	
Postcode:	
Phone:	Email:
Signature:	If unsigned, letter of authority from owner/strata is attached <input type="checkbox"/> Yes <input type="checkbox"/> No

Search Details

Please specify the type of Building plans required*

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Elevations | <input type="checkbox"/> All plans on file |
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Structural/Engineering | <input type="checkbox"/> Other _____ |

Approximate Year of Construction ** _____

* Please note that Council will still charge the search fee if there is no information on file for that property.

** Council has limited archives available for properties constructed prior to 1965.

Copy Type

- | | | |
|------------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> Hard copy | <input type="checkbox"/> Electronic | <input type="checkbox"/> Both |
|------------------------------------|-------------------------------------|-------------------------------|

Fees

Search fee - \$100.00

A4 per page \$0.30

A3 per page \$0.60

Photocopying costs are detailed in the Town of Cottesloe's annual budget.

Requests provided in full will be completed within ten days business days of receipt of payment

Office Use Only

Request Receipt # _____ Copying Fee _____ Copying Receipt # _____