

Building Plan Search Request



Town of Cottesloe

House/Street No:

Lot No:

Street Name:

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
 Yes No

Search Details

Please specify the type of Building plans required*

Site plan

Elevations

All plans on file

Floor Plans

Structural/Engineering

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

Hard copy

Electronic

Both

Fees

Search fee - \$100.00

A4 per page \$0.30

A3 per page \$0.60

Photocopying costs of plans larger than A3 are set by external printing firm (according to invoice)

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

Office Use Only

Request Receipt # _____ Copying Fee _____ Copying Receipt # _____