

Shire of Esperance

Application to Obtain Copies of Approved Plans



PROPERTY DETAILS

Street No	Street	Locality
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As per section 131 of the **Building Act 2011**, copies of building records can be provided in accordance with:

- A permit authority may, on application by an *interested person* and on payment of the prescribed fee, provide to an *interested person* a copy of a building record.

An *interested person* means an **owner** of the building or incidental structure to which the building record relates; or a person who has the written consent of an owner to receive a copy of a building record relating to the owner.

LANDOWNER DETAILS AND CONSENT TO PROVIDE COPIES

Name of Landowner/s			
SIGNATURE OF LANDOWNER/s		Date	

APPLICANT DETAILS

Name of Applicant	
Phone	
Email Address	

DECLARATION

I am the Owner of this property

SIGNATURE		Date	
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A third-party request will not be processed without consent:

- If the property is owned by a company, a company letterhead signed by an authorised person must be provided.
- If the property is in relation to a deceased estate, documentation supporting a person's authority to act on behalf of the deceased estate must be provided.

I am a Third Party Applicant

SIGNATURE		Date	
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By signing as the Applicant, I acknowledge that I am not the owner of the **copyright** of any plans or documents provided and that I am not authorised to make copies or provide copies to any other person. I indemnify the Shire of Esperance against any claims against the Shire arising under the Copyright Act in connection with the Shire providing copies.

DISCLAIMER

- Copies of Plans can take up to 5-10 working days depending on the property.**
- 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.
- Copies will only be provided electronically and are not guaranteed to be to scale.

OFFICE USE ONLY

Application Fee	\$65.00	GST Code	Ledger	Sub	Acct
Receipt Number		302	01-04020	105	031
Proof of Identity	MDL #	Other:		Staff	

**Fee is applicable for the 2023/2024 Financial Year.