

Application to Obtain Copies of Building Approvals



To obtain a copy of the Building Approvals, please complete this form in full and return it to the Shire Administration building or to shire@esperance.wa.gov.au

Incomplete applications will not be able to be processed.

Application Fee

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.

It is recommended you employ the services of a Registered Building Surveyor or alternatively a Registered Builder to check compliance of the Approved Buildings or Structures on site.

Conditions

- The Shire cannot guarantee the requested Building Approvals will be available
- Applications may take up to ten (10) working days to be processed
- The Shire will provide the Building Approvals to the best of its ability, the quality is not guaranteed due to the condition of the original documentation
- Every effort will be made to obtain a copy of the Building Approvals. If they are not available or the copies are not clear, the application fee will not be refunded
- Building Approvals will be sent via the Shire's file share system
- Septic Approvals will be included in the provided documentation if applicable

Property Details

Unit Number	<input type="text"/>	Street Number	<input type="text"/>	Lot Number	<input type="text"/>
Street Name	<input type="text"/>			Suburb	<input type="text"/>

Owner Details

For Trusts, Companies, Business Names or similar, please provide evidence of ownership. You may be able to find this information through ASIC – Australian Securities and Investments Commission.

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.

Owner Name/s	<input type="text"/>		
	<input type="text"/>		
Email	<input type="text"/>	Phone Number	<input type="text"/>

By signing as the owner, I will indemnify the Shire of Esperance against any claims against the Shire arising under the *Copyright Act 1895* in connection with the Shire providing a copy of the Building Approvals.

Signature **Owner**

Date

Signature **Owner**

Date

Applicant Details

The Owner/s consent is required for third-party applicants.

Applicant Name/s

Email

Phone Number

By signing as the applicant, I will indemnify the Shire of Esperance against any claims against the Shire arising under the *Copyright Act 1895* in connection with the Shire providing a copy of the Building Approvals.

Signature **Applicant**

Date

Signature **Applicant**

Date

Payment

- Applications will not be processed until payment is made
- Proof of payment is required for online payments
- If payment is made via Bank Deposit the reference below **MUST** be used

Payment can be made

In person at the Shire Administration building
Over the phone by credit card by calling **(08) 9071 0666**
Via Bank Deposit to BSB: **066-511** Account Number: **1010 5179**
(Ref: Plans Requested Property Address)

Office Use Only

Receipt Number

Officer

GST Code

Ledger

Sub

Acct

302

01-04020

105

031