

ARCHIVE SEARCH REQUEST

PO Box 15
Floreat WA 6014
1 Bold Park Drive
Floreat WA 6014
Telephone: (08) 9347 6000
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Office Use Only: Date Stamp

PLEASE NOTE THAT THE RELEVANT FEE IS PAYABLE AT THE TIME OF APPLICATION AND IS NOT REFUNDABLE IN THE EVENT THAT THE PLANS ARE NOT LOCATED.

OWNER(S) OF LAND DECLARATION

I/We..... being the current owner/s of the property detailed hereunder, request the Town of Cambridge to conduct an archive search for any approved building plans relating to the property detailed below.

PROPERTY DETAILS

Lot Number:

Street Number:

Street Name & Suburb:

OWNER(S) DETAILS

Name:

Company (if applicable):

Street Address:

Suburb:

Post Code:

Tel No (Home):

Tel No (Bus):

Mobile:

E-mail Address:

AUTHORISATION FROM CURRENT OWNER OF LAND FOR A THIRD PARTY TO REQUEST AN ARCHIVE SEARCH

I/We..... being the current owner/s of the subject property hereby authorise the below to request, view and obtain copies of the plans relevant to the subject property.

Contact Name:

Company Name:

Tel No (Home):

Tel No (Bus):

Mobile:

E-mail Address:

SIGNATURE OF OWNER

Signature:

Date:

DISCLAIMER

Please note that the Australian Copyright Act 1968 applies to copying or reproduction of building plans. The property owner/s acknowledge that any copies supplied by the Town of Cambridge will be used for information purposes only and not for illegal purposes.

Payment by Credit Card

Credit Card No:

Name on Card:

VISA or Mastercard?

Expiry Date:

Signature Authorisation:

Office Use Only

Paid: \$.....

Receipt No:

Identification Checked:

INFORMATION AND FEES

- If the plans are required for a Strata property then the written authority of the Body Corporate Secretary or alternatively, each Strata owner must be provided.
- If a third party is to view and copy the plans on behalf of the owner, please complete the relevant section overleaf.
- If the owner/s of the property is a company, then a copy of the relevant documentation indicating the current Directors or authorised officer of the Company is required.
- The archived building plans held by the City of Perth contain plans only, they do not contain copies of Building Licences.
- The archived building plans will be held for a period of four weeks from the application date.
- Plans and any associated documentation cannot be removed from the Administration Building
- Photocopying facilities are available at the Town at a cost of \$0.55 for A4 size; \$1.10 for A3 size; or \$11.00 for A1 size and larger.
- The cost to submit this application is \$61.50 or \$35.50 for concession card holders