



Application Form

Request for Copy of Plans and/or Approvals Online

This form should only be used if you are lodging your Copy of Plans request via the City's Online Services.

Address of Property to be Searched		
Lot No:	House/Street No:	Location No:
Street Name:		Suburb:
Is the property on a corner block? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the property is a strata/block of units, please circle dwelling location: front/rear/left side/ centre /right side	Approx. year of construction: <small><i>(Please note that plans prior to 1970 are not available)</i></small>

Applicant Details	
Name:	
Address:	Postcode:
Phone: (work): (mobile):	Email:
Signature:	Date:
<i>If the applicant is not the owner of the property, the owner's authorisation below is required for the release of documents.</i>	

Owner Details	
Name:	
Signature:	Date:
<i>In completing these fields I am providing authorisation to the above applicant to order the documents on my behalf.</i>	

Comments

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**.

Request that a search for the identified property be carried out by the City of Stirling for:

- | | | |
|--------------------------|---|---------------------------------------|
| <input type="checkbox"/> | Planning / Development Approvals | Fee payable: \$80.00 (including GST) |
| <input type="checkbox"/> | Building Plans - Single Residential | Fee payable: \$80.00 (including GST) |
| <input type="checkbox"/> | Building Plans - Commercial / Residential Units | Fee payable: \$120.00 (including GST) |
| <input type="checkbox"/> | Home Indemnity Insurance Certificate | Fee payable: \$73.00 (including GST) |

Terms and Conditions:

1. I will indemnify the City of Stirling against any claims against the City arising under the Copyright Act in connection with the City providing a copy of the plans.
2. If the building forms part of a strata, duplex or any non-green title lot, consent from strata corporate body or individual owners is required.
 - This form can only be lodged and paid for online (credit card only) via the Request for Copies of Plans online service
 - All online Request for Copy of Plans and/or Approvals will be emailed
 - **The processing of this request can take up to 10 working days to complete**

All Online Copy of Plans Requests payments should be made through City's Online Services via the Payment Gateway at the end of your online lodgement.