

Consent from Owners of the Subject Land

Name:				
Postal Address:				
Phone:		Mobile:		
E-Mail:				
Signature:		Date:	Signature:	Date:

Details of Person/s Requesting Information

Owner	Property Management	Other	
Name:			
Postal Address:			
Phone:		Mobile:	
E-Mail:			
Signature:		Date:	

Property Details

Street / House No:	Lot No:	Location No:
Street Name:		Suburb:

Planning Information

(owners consent required where there is a *)

*Planning Information Request / Report – Provide covering letter indentifying requested information	\$73.00 per hour	
*Copy of Development Approval / Plans	\$110.00 per permit	

Building Information

(owners consent required where there is a *)

Search Fee and Building Approvals List	\$100.00	
*Copy of Approved Plans - Residential	\$35.00 per permit + copy fee	
*Copy of Approved Plans - Commercial	\$55.00 per permit + copy fee	
<i>See Advice Notes overleaf for process</i>		
Orders and Requisitions - Planning, Building and Rates	\$207.60	
*Building Reports (provide cover letter outlining information requested)	\$100.00	
*Swimming Pool Enclosure Inspection and Report	\$220.00	
*Copy of Home Indemnity Insurance, Swimming Pool Enclosure Inspection Report, Building Order	\$62.00 per document	
Copy of Documents - Building/Demolition Permit, Occupancy Permit, etc	\$62.00 per document	

Copy of Approved Plans

(Please choose preferred format)

<p>Hard Copy - No charge for plans A3/A4. - Plans larger than A3 will cost an additional \$18.60</p> <p>Post: Phone to collect:</p>	
PDF file - to be emailed where file size is 10MB or less. Larger plans may be sent by DropBox	

Advice Notes

- Please ensure you have provided the current owners consent, where required;
- For copies of approved Building plans, after the initial search fee of \$100 is paid the search will be conducted and a Building Approvals List provided. Following confirmation of which permits the plans are requested for (i.e. house, shed etc) the following fees will be payable prior to the copies being released;
 - o Residential Properties \$35.00 per permit
 - o Industrial/Commercial Properties \$55.00 per permit
- Please allow 10 working days to complete the search;
- The Town of Port Hedland does not have copies of sewer lines and water lines. Please contact the Water Corporation on 13 13 95 for this information
- Some details and plans i.e. contours may not be available, particularly with older approvals; The fee is to carry out a search of the Towns records. If requested plans cannot be located, the fee is **not** refunded.

OFFICE USE ONLY

Date Received:	Owners Consent:
Initial Fee:	Receipt N ^o :
Copy of Plans Fee:	Receipt N ^o 2:
Total Fee:	Accepting Officer: