



2. Property Details

Lot No.

[illegible]

Street No.

[illegible]

Street

[illegible]

3. Document Details

Please tick as appropriate and provide details where requested (for example year of licence / document if known, type of building etc.).

- ☐ Copy of Public Building Certificate
- ☐ Copy of Occupancy Permit – Strata / Strata (Form 7)
- ☐ Copy of Occupancy Permit / Certificate of Classification
- ☐ Copy of Home Indemnity Insurance Certificate (applicable to single dwellings / residential apartment buildings or three (3) stories or less)
- ☐ Copy of Building Permit / Licence

Date/s	
Type of building	
Other Details	

- ☐ Copy of Sign Licence

Date/s	
Type of Sign/s	
Other Details	

4. Document Details Continued

☐ Copy of Planning Approval

Date/s	
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Current Planning Approval ☐ Yes ☐ No

Specific Planning Details	
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Past/Historical Approvals ☐ Yes ☐ No

Specific Planning Details	
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☐ Copy of Committee /Council Reports or Minutes

Date/s	
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5. Ownership Details

- ☐ I **am** the current owner of the subject property (suitable proof of identity will be required, e.g. Driver's Licence).
- ☐ I **am not** the current owner of the subject property and have attached written authorisation from the owner(s) allowing the following person(s) to receive and view digital copies of the plans.

6. Fees & Charges

A **\$111.00** applies for the original document requested.

An **additional \$17.00** fee will be charged for each **additional** document requested thereafter.

7. Payment details

Please indicate your preferred payment method:

- ☐ Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- ☐ Cheque (made payable to the City of Perth)
- ☐ Credit Card (Visa, Mastercard or Amex)

Credit Card payment:

For security reasons, the City of Perth cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and tick below to authorise the City of Perth to debit that credit card. **The City of Perth will contact you to obtain your credit card number.**

Name on card (Your form cannot be accepted with credit card numbers).

Date
(DDMMYYYY)

8. Applicant Authorisation

- ☐ By ticking this box, I confirm that:
- In the instance where the requested information/documentation is not located, fees are non-refundable.
 - I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
 - I also confirm the information I have provided in this form is accurate.

Signature _____
(for hardcopy submission only)

Date
(DDMMYYYY)

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Response Time: 7 working days from date of receipt.

This form is available in alternative languages and formats on request