

Shire of Carnarvon
Building Plan Search
Request



Building plans will be sent via email or another large document transfer portal (i.e. One Drive).
As at 1 July 2019 hard copies can only be printed in A3 and will be available to collect after you have been contacted by phone from the front counter at the main Shire administration office at 3 Francis St Carnarvon.

Search Details					
Lot No		House No			
Street			Suburb		
Plans Required:		Full Set of Plans		Site Plans Only	Other
Requested By					
Name				Telephone No	
Postal Address					
Email					
I confirm that: (please indicate only ONE confirmation)					
	I AM the current owner of the above-mentioned property.				
	I AM NOT the current owner of the above-mentioned property and have attached authorisation to request this archive search and view the building plans from the current property owner.				
Signature					

PLEASE NOTE:

1. Application to search to be lodged with payment. Plans will be ready a maximum of 5 working days after lodgement.
2. Real Estate Agents **cannot** authorise copies of plans without additional authorisation from the property owner.
3. Written authorisation is required from the **current** property owner in **all** cases (including property sale/settlement).
4. Owners requesting copies of strata plans will be given plans of their own unit **ONLY**. Should copies of the entire strata complex be required, written authorisation from the Strata Manager is required.
5. The Shire of Carnarvon accepts no responsibility for the loss or damage to the plans.
6. The retrieval fee of \$78 is non-refundable.

OFFICE USE				
Plan Search Acc	145030		Assessment No	A
Receipt Number		Receipt Attached	File No	ADM0307
Date Paid				
Cashier Initials		CS Request No	ICS	

Plan Search Information

**COPIES OF THE FOLLOWING INFORMATION
MAY BE REQUESTED:**

- Plans – Site Plans, Floor Plans and Elevations
- Footing Details
- Building Permit application
- Building Permit

WHO CAN REQUEST COPIES?

Plan searches will only be undertaken if the request form is signed by the owner and fee paid for. Only the property owner is entitled to view or request copies of the Shire’s building plans.

The owner includes:

- The person shown on the Shire’s records as being the owner.
- A person authorised in writing by the owner.

Real Estate Agents **CANNOT** authorise copies of plans without additional authorisation from the property owner.

****Please Note: Authorisation MUST be included and submitted along with this form****

Owners requesting copies of strata plans will be given plans of their own unit ONLY. Should copies of the entire strata complex be required, written authorisation from the Strata Manager is required.

The Shire of Carnarvon accepts no responsibility for the loss or damage to the plans.

Plans prior to 1970 may not be available.

The retrieval fee is non-refundable.

FEES APPLICABLE

Residential:

Building Plans – a fee of \$78 (including GST) to be paid with the application. Photocopying charges are extra.

Commercial/Industrial:

Building Plans – a fee of \$78 (including GST) to be paid with the application. Photocopying charges are extra.

PHOTOCOPYING CHARGES

As per the Shire of Carnarvon fees and charges schedule; please contact customer services on 9941 0000 for costings.

HOW TO REQUEST A COPY OF PLANS

A Plan search request form is to be completed and may be either;

1. Posted to PO BOX 459 CARNARVON WA 6701
2. Delivered with payment to 3 Francis St Carnarvon
3. Emailed to shire@carnarvon.wa.gov.au
(Please use the subject “Building Plan Search Request” when emailing)
4. Completed and paid for at front counter of main administration office 3 Francis St Carnarvon.
5. Please call 9941 0000 and press 1 for payment options

Once applications are lodged the search will commence at 10am the following working day and supplied in a maximum of 5 working days after lodgement, as most Building Plans need to be obtained from the Shire’s archives.

Shire of Carnarvon

**Building Plan Search
Request**



DISCLAIMER: This information sheet is correct as at July 2020 and may be subject to alteration without notice.

PRIVACY & COLLECTION NOTICE

The Shire of Carnarvon collects your personal information for the purpose of registering your Building Plan Search Request in accordance with the Local Government Act 1995 and Building Act 2022 (WA). We may disclose your personal information to:

- Our staff who need the information to perform their duties

If you do not provide the requested information, your request may not be able to be processed

Your personal information is managed in accordance with the Privacy Act 1988, the Privacy and Responsible Information Sharing Act 2024(WA), and the Shire's Records Management Policy. For further information about how your personal information is handled, including access and correction, please refer to www.carnarvon.wa.gov.au