

Copies of Building Plans

The Shire of East Pilbara will where possible provide copies of approved building plans on request.

What Does this Service Provide?

The Shire of East Pilbara Building records are generally complete back to the 1990s, however prior to that time **Not all** records are held by the Shire. With more recent records we can generally provide copies of the following information:

- Building Licence/Permit application
- Plans – Site plan, floor plan and elevations.

Who can request copies of Building Plans?

Only the owner is entitled to view or request copies of the Shire of East Pilbara building records. The owner includes the person shown in the Shire of East Pilbara's records as being the owner, a person who is authorised in writing by the owner, or a prospective owner.

The Shire of East Pilbara will require proof of identity, authority and/or a copy of the signed and accepted Offer and Acceptance.

Availability

All plans are stored off site so the process will take up to 10 Working Days to retrieve and email copies of plans to the applicant.

Application Fee

A non-refundable \$88.00 application fee is required for each Building Licence / Permit application request.

Once we receive the application Shire staff will call the applicant so payment can be made over the phone by card.

Request

The request form is to be completed and emailed to admin@eastpilbara.wa.gov.au

Address of Property to be searched:

Lot No: _____ House No: _____ Street: _____
Suburb: _____ Post Code: _____
Approximately what is the age of the property? _____
If you require plans **other** than the original house plans (i.e. additions, patio etc.) please specify: _____

Applicant Details:

Name: _____
Postal Address: _____ Post Code: _____
Home Phone No: _____ Business Phone No: _____

Owner Details:

I am the current owner of the subject property. **Suitable proof of identity will be required e.g. Drivers 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 view and make copies if applicable, of the plans:

Authorised person: _____

By signing below, you are agreeing to the following:

I require the plans for my own private use and will not copy the plans, provide them to a third party or use the plans for any commercial advantage, without first obtaining authorisation from the copyright owner. I will indemnify the Shire of East Pilbara against any claims against the Shire arising under the Copyright Act 1968 in connection with the Shire providing me with a copy of the plans.

Applicant's signature: _____ Date: _____
(Signature required before search is conducted)

Please Note:

- The fee is nonrefundable.
- An archive search constitutes a request to view and/or copy plans/specifications only. **No other documentation will be included.**
- The standard turnaround time for archive searches is 10 working days. All requested plans will be emailed unless otherwise requested.