

## Request for Building Records

Search type	Time frame	Cost
<input type="checkbox"/> <b>Specific record</b> – most recent site & floor plan	5 business days	\$40
<input type="checkbox"/> <b>Swimming pool inspection report</b> - most recent report	5 business days	\$40
<input type="checkbox"/> <b>Specific set of records (Residential)</b> - elevations, engineering plans	10 business days	\$200
<input type="checkbox"/> <b>Building approval enquiry</b>	15 business days	\$250
<input type="checkbox"/> <b>Specific set of records (Commercial)</b> - elevations, engineering plans	20 business days	\$400
<b>Please note any specific information required:</b>		

### Property details

<b>Owner name(s)</b>			
<b>Street no.</b>	<b>Lot no.</b>	<b>Unit no.</b>	
<b>Street name</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Contact no</b>	<b>(H)</b>	<b>(M)</b>	
<b>Is there a swimming pool or spa on the property?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No

### Applicant details

<b>Name</b>			
<b>Street no</b>	<b>Street Name</b>		
<b>Suburb</b>		<b>Postcode</b>	
<b>Contact no</b>	<b>(H)</b>	<b>(M)</b>	
<b>The City prides itself on being eco-friendly – all building records will be emailed to the applicant. Please provide an email address (print clearly)</b>			
<b>Email</b>			

## Terms & Conditions

**As per section 131 of the Building Act 2011, copies of building records can be provided in accordance with:**

- A permit authority may, on application by an interested person and on payment of the prescribed fee, provide to an interested person a copy of a building record.
- An interested person means an owner of the building or incidental structure to which the building record relates; or a person who has the written consent of an owner to receive a copy of a building record relating to the owner.

**Written consent is required in the following circumstances and must be submitted when lodging a 'Request for Building Records' form.**

**Please note, a third party request will not be processed without written consent:**

- If the applicant is not the property owner.
- If the property is owned by a company, a company letterhead signed by an authorised person must be provided.
- If the property is in relation to a deceased estate, documentation supporting a person's authority to act on behalf of the deceased estate must be provided.

**Terms & conditions:**

- Fee payment is required before a Request for Building Records request can be processed.
- The applicable fee is non-refundable.
- The City of Armadale does not have a complete historic record of all structures within its District.
- The quality and availability of building records cannot be guaranteed.
- Building records may not be to scale or depict all existing structures.
- The search time-frame may be extended in exceptional circumstances.
- A property inspection is not included to determine the existence of unauthorised structures.
- Copies of plans greater than A3 will incur an additional charge as per the Schedule of Fees & Charges outlined in the City's Annual Budget.
- Copies of building records or plans will be emailed to the nominated applicant. Hard copies can be posted or collected from the City's main administration building upon request.

## Owner Consent and Acknowledgement of Terms & Conditions

<input type="checkbox"/>	Tick the box (mandatory) to confirm you are the property owner and accept the above terms & conditions. As the property owner, you declare the information you have provided is true and correct.
<b>Signature</b>	
<b>Date</b>	

## Applicant Acknowledgement of Terms & Conditions

<input type="checkbox"/>	Tick the box (mandatory) to confirm you are the applicant and accept the above terms & conditions. As the applicant, you declare the information you have provided is true and correct.
<b>Signature</b>	
<b>Date</b>	