	SHIRE OF EXMOUTH PO Box 21 Exmouth WA 6707 Tel: (08) 9949 3000 Fax: (08) 9949 3050	Title: **AUTHORITY TO RELEASE COPIES OF BUILDING RECORDS** Form Code: BLD001 Administered: Building Next review: July 2027

AUTHORITY TO RELEASE COPIES OF BUILDING RECORDS

Building Act (2011) Section 131

Please Print

Property Owners Name(s): ……..…… Property Owners Address: …… …… Property Owners Contact Phone Number: ……	Lot Number: ……..…… Street Number: …..…….. Street Name: …… Locality:…..……

I, the above named, and being the owner of the lot stated above, authorise the Shire of Exmouth to release copies of building permits, plans, specifications or other documents held in reference to the above lot to the person named below. I understand that;

- There is a search fee of $100.00 per hour (min fee of $50.00) which is payable in advance. The applicable fee (inclusive of GST) relates to the search and copying of plans, irrespective of whether the search finds any information.
- Photocopying facilities are limited to A3. Plans larger than A3 size can only be copied via multiple A3 copies and will incur an additional photocopying charge as per Councils Fees and Charges. Fees: A4 - $1.50 per sheet and A3 - $2.00 per sheet
- All owners must sign this form

Signed: …… Date: ……. / ……. / …….

Please detail plans to be copied:

❑ Site Plans	❑ Septic Plans	❑ Sign Licenses
❑ Structural Plans	❑ Floor Plans	❑ All Plans

- **NOTE: THE SHIRE OF EXMOUTH DOES NOT HAVE COPIES OF SEWER LINES AND WATER LINES. PLEASE CONTACT THE WATER CORPORATION.**

Please release copies of requested plans to:

Please Print

Name:
……..……

Address:
…… ……..
……..

Contact Phone Number: ……

Office Use Only

Receipt No: …… *(A/C: I135146)* Date: ……..…

Date Received: …… Date Completed: ……..…

Officer: …….. Found: Y/N Owner: Y/N