



SHIRE OF WANDERING

Address: 22 Watts St Wandering WA 6308
Telephone: 08 9884 1056
Email: fo@wandering.wa.gov.au
Office Hours: 8:30am - 4:30pm

APPLICATION

ABN 27 552 059 809

REQUEST FOR BUILDING DOCUMENTS

Property Details:			
Assessment No:	Lot No:	House/Street No	Location No:
Street Name:		Suburb:	
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:	
Owner Details:			
Name:			
Postal Address:			
Phone (work):	Home:	Mobile:	
Email:			
Signature			Date:
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. Alternatively, please attach the Owner's letter of authorisation. If property is under a company, supply proof of directorship			
Applicant Details:			<input type="checkbox"/> Tick if same as above
Name:			
Postal Address:			
Phone (work):	Home:	Mobile:	
Email:			
Signature			Date:
Please indicate which building documents you would like copied			
Delivery method (Tick preferred method): <input type="checkbox"/> Email <input type="checkbox"/> Pick Up			
General information:			
<ul style="list-style-type: none">• The applicant will need to supply proof of identity when submitting an application, i.e. Drivers Licence, Passport.• Every effort will be made to obtain and print copies of plans, however, if the copies are not clear and not suitable, the cost of the requested copies of building documents will not be refunded.• Full payment is required prior to the release of documents. Fees are in accordance to Shire's Fees and Charges.• Print outs will be available in A3 or A4 only and will not be to any scale.• Incomplete application forms will be returned to the applicant.• This process can take up to 10 working days.			
Declaration:			
I acknowledge that:			
<ul style="list-style-type: none">• I am authorised to make this application.• The information provided is true and correct.• I may be required to supply further information to enable consideration of this application.			
Name:		Signature:	Date:
Office Use Only:			
Central Records Ref:	<input type="checkbox"/> N&A Updated	Name:	Date: