

# Specific Document Search Application Form



1. A **\$90.00** (incl. GST) fee applies for the original document requested. **An additional \$10 fee will be charged for each additional document requested thereafter.** The information will be forwarded within 7 working days.
2. In the instance that the requested information/documentation is not located, the fee/s are **Non-Refundable**.

## Applicant Details:

Name:

Address:

  

Contact Phone Numbers:

Home:

Business:

Mobile:

E-Mail:

Property Details:

Lot No:

Street No:

Street Name:

Suburb:

Payment Methods:

**Cash Payment**

Received at the Customer Service Centre, Ground Floor, 27 St Georges Terrace, Perth.

**Cheque**

(to be made out to the 'City of Perth' and attached to your application) and mailed to: City of Perth GPO Box C120, PERTH WA 6839.

**Credit Card**

(Visa, or Mastercard only). Can be paid via phone on (08) 9461 3189 or by providing credit card details below-

Card Number:

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Expiry Date:

\_\_\_/\_\_\_/\_\_\_

Name on Card:

\_\_\_\_\_

**Documents Required:** (please tick and provide details where requested such as year of licence/document if known, type of building etc).

**Copy of Building Licence (Form 4)**

Date/s:

Type of building and other details:

  
  

**Sign Licence**

Dates/s:

Type of sign/s and other details:

  

**Certificate of Occupancy/Classification**

**Home Indemnity Insurance Certificate**

**Copy of Planning Approval**

Dates/s:

Please specify if you require a copy of the current planning approval, or of past/historical approvals, and any specific planning details of that approval.

  
  
  

**Copy of Public Building Certificate**

**Copy of Strata (Form 7)**

**Planning Committee/Council Reports or Minutes**

Dates/s or approx of Council/Committee Meeting:

**Office Use Only:**

	<b>Receipt No</b>	<b>Research Completed</b>	<b>Response Prepared</b>
<b>Specific Document Search (Date Paid)</b> <input type="text"/>	<input type="text"/>	Date <input type="text"/>	Date <input type="text"/>