

CITY OF BELMONT

Planning Requests Application Form

Council Use Only

Application No: _____

PROPERTY DETAILS FOR WHICH INFORMATION IS REQUIRED

Lot No:			
Unit No:		Street No:	
Street Name:		Suburb:	

APPLICANT DETAILS

Surname:		First Name:	
Company Name:			
Postal Address:			
Postcode		Phone Number:	
Email:			

TYPE OF INFORMATION REQUIRED

Please tick required information:

<input type="checkbox"/>	Zoning Certificate \$73 (No GST) <i>(includes zoning, R-coding, and any proposed changes to zoning (Local Planning Scheme and Metropolitan Region Scheme)).</i>
<input type="checkbox"/>	Written planning advice \$73 (No GST) <i>(includes land use / history or planning letter for motor vehicle repair business licence).</i> <i>*Please attach a separate letter detailing the information you require.</i>
<input type="checkbox"/>	Copy of Planning Approvals and Plans* \$84 (No GST) NOTE: The City will require proof of identity and/or authority when the search request is made. Please tick: <input type="checkbox"/> I/we am/are the current owner(s) of the above-mentioned property. <input type="checkbox"/> I/We am/are not the current owners of the abovementioned property and that the current owner(s) of the property have signed the form below granting permission for me/us to order and collect the required plans. <i>Please note the City will provide PDF copies of approvals by email. Please ensure you provide your email address above.</i> <input type="checkbox"/> <i>Please tick if hard copies are required. Additional photocopying fees will apply and a separate invoice will be issued. The plans will not be released until the fee has been paid.</i> <i>Photocopies : A4 & A3 (black & white) \$1 per sheet or A4 & A3 (colour) \$5 per sheet</i> <i>Photocopies: A0, A1 & A2 (black & white) \$10 per sheet</i> *PROPERTY OWNER(S) PERMISSION (Required for 'Copy of Planning Approvals & Plans' requests) Where copies of planning approvals and plans are requested this form must be signed by all landowners. I/We _____ the owner(s) of the above mentioned property hereby authorise the above applicant to order and collect the requested copies of Planning Approvals and Plans. Signature(s): _____ Date: _____ Phone Number: _____

Applicant's signature required on next page

CITY OF BELMONT

215 Wright Street, Cloverdale 6105
(Locked Bag 379, Cloverdale 6985)

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PLEASE NOTE

- The City will seek to provide copies of planning approvals and plans within 10 working days.
- Please be aware that some planning approvals and plans may not be available. The quality and/or contents of planning approvals and plans cannot be guaranteed. Please note all fees are non-refundable regardless of search results.
- Retrieved plans may be subject to copyright. It is recommended that you seek legal advice prior to any reproduction in the entirety.
- The City will seek to respond to requests for zoning certificates in 10 working days and written planning advice within 15 working days.
- Requested information will not be released until payment is received by the City and where required proof of identify provided by the applicant.

I have read and understand the above advice.

Applicant Signature:

Date:

PAYMENT

Please tick the appropriate box:

<input type="checkbox"/> Payment In Person	Can be made at the Civic Centre, 215 Wright Street, Cloverdale WA 6105. <i>Note: request needs to be lodged in the City's system to generate an invoice prior to payment being made at the Cashier.</i>
<input type="checkbox"/> Cheque	To be made payable to the City of Belmont and attached to your application and mail to: City of Belmont Locked Bag 379 CLOVERDALE WA 6985
<input type="checkbox"/> Credit Card	<i>The City of Belmont accepts MasterCard, VISA Card and American Express. A small surcharge applies for all credit card payments.</i> Email this application form to planning@belmont.wa.gov.au . An invoice will then be generated and forwarded to you to make the payment online. <i>Note: Requested information will not be released until the payment is received by the City.</i>