Planning Requests Application Form

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:

☐ **Zoning Certificate** **$73 (No GST)**

(includes zoning, R-coding, and any proposed changes to zoning (Local Planning Scheme and Metropolitan Region Scheme).

☐ **Written planning advice** **$73 (No GST)**

(includes land use / history or planning letter for motor vehicle repair business licence).

*Please attach a separate letter detailing the information you require.

☐ **Copy of Planning Approvals and Plans** **$95.00 (No GST)**

Please specify whether you are seeking a particular approval, multiple approvals, or all approvals and plans relating to the property. If relevant, please indicate the date or year range the approvals were issued (for example, 2021 to 2025).

_____

_____

_____

NOTE: The City will require proof of identity and/or authority when the search request is made.

Please tick:

☐ I/we **am/are** the current owner(s) of the above-mentioned property.

☐ 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.

***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 dfdsfsdfvsgf _____ 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: _____

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The City will provide PDF copies of approvals by email.

☐ 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.

Photocopies : A4 & A3 (black & white) $1.15 per sheet or A4 & A3 (colour) $5.70 per sheet

Photocopies: A0, A1 & A2 (black & white) $11.40 per sheet

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:

☐ **Payment In Person**	Can be made at the Civic Centre, 215 Wright Street, Cloverdale WA 6105. *Note: request needs to be lodged in the City's system to generate an invoice prior to payment being made at the Cashier.*
☐ **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
☐ **Credit Card**	*The City of Belmont accepts MasterCard, VISA Card and American Express. A small surcharge applies for all credit card payments.* 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. Note: Requested information will not be released until the payment is received by the City.

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