

# 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:

<input type="checkbox"/>	<b>Zoning Certificate</b>	<b>\$73 (No GST)</b>
<i>(includes zoning, R-coding, and any proposed changes to zoning (Local Planning Scheme and Metropolitan Region Scheme)).</i>		
<input type="checkbox"/>	<b>Written planning advice</b>	<b>\$73 (No GST)</b>
<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"/>	<b>Copy of Planning Approvals and Plans*</b>	<b>\$90.50 (No GST)</b>
<b>NOTE: The City will require proof of identity and/or authority when the search request is made.</b>		
Please tick:		
<input type="checkbox"/>	I/we <b>am/are</b> the current owner(s) of the above-mentioned property.	
<input type="checkbox"/>	I/We <b>am/are not</b> 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 &amp; A3 (black &amp; white) \$1.10 per sheet or A4 &amp; A3 (colour) \$5.40 per sheet</i>		
<i>Photocopies: A0, A1 &amp; A2 (black &amp; white) \$10.80 per sheet</i>		
<b>*PROPERTY OWNER(S) PERMISSION</b> (Required for 'Copy of Planning Approvals & Plans' requests)		
<b>Where copies of planning approvals and plans are requested this form must be signed by <u>all</u> landowners.</b>		
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*

### **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"/> <b>Payment In Person</b>	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"/> <b>Cheque</b>	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"/> <b>Credit Card</b>	<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 <a href="mailto:planning@belmont.wa.gov.au">planning@belmont.wa.gov.au</a> . 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>