

Request for Planning Services

Property Address

Lot: _____ House No: _____ Street Name: _____

Suburb / Locality: _____

Applicant

Name/s: _____

Postal Address: _____

Email: _____

Phone: _____

Type of Information Required (please select)

- | | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Written Planning Advice | \$73.00 |
| | Planning Officer to provide feedback on your proposal or design. *See page 2
Should research be required an additional fee of \$104.00 per hour may be applicable | |
| <input type="checkbox"/> | Zoning Certificate | \$73.00 |
| | Includes R-coding, structure plans, building envelopes and any proposed changes to the zoning | |
| <input type="checkbox"/> | Copy of Planning Approvals and Plans | \$73.00 |
| | Property owners authorisation required *See below
The City will email PDF copies of approvals to the email address provided above. | |

Property Owners Authorisation (release of plans)

I/we, _____ declare that I/we are the current owner of the abovementioned property. I/we give permission for the plans to be copied and released to the applicant stated above.

Owners Signature/s: _____ Date: _____

*Property owners authorisation must be signed by ALL landowners for previous approvals to be released.

Applicant Declaration

- I am aware that some planning approvals and plans may not be available. The quality and/or contents of planning approvals and plans cannot be guaranteed. 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 14 working days.
- Requested information will not be released until payment is received by the City.

Applicants Signature: _____ Date: _____

Lodgment methods :

- ONLINE (preferred) :** Email to city@busselton.wa.gov.au.
 In Person : City of Busselton Offices, 2 Southern Drive, Busselton
 By Post : Locked Bag 1, Busselton WA 6280.

Payment :

Upon receipt of your application the City will email you a request for payment of the relevant fee.

