

Building Plans Search Request – 2025/2026

* Plans prior to 1960 are unavailable. The search fee is non-refundable even if for any reason the plans are unable to be located in the City archives. Completed forms can be emailed to city@busselton.wa.gov.au

Property Address

Lot: _____ House No: _____ Street Name: _____

Suburb / Locality: _____

Plans Required

Dwelling Additions Other _____

Property Background

Original Owners: _____

Approximate Year of Construction/s: _____

Owners Details

Name/s: _____

Postal Address: _____

Email: _____

Phone: _____

I, _____ declare that I am the current owner of the abovementioned property. I give permission for the plans to be copied and released to (if applicable) _____

Owners Signature: _____ Date: _____

Plans to be (please select):

Emailed to _____

Picked Up (Phone) _____

Fees :

| | |
|--------------------------------------|----------|
| Plans Electronically in the System | \$84.00 |
| Archived Plans (Stored at the Depot) | \$125.00 |
| Copy of Housing Indemnity Insurance | \$84.00 |
| Site Plan Only | \$66.00 |

The City of Busselton collects personal information to process this form and provide the requested services. Information may be used for related City business purposes or disclosed where authorised by law.

To learn how your personal information is handled, scan the QR code to access the City's [Privacy Statement](#) or contact the Privacy Officer at privacy@busselton.wa.gov.au.

