PROPERTY DETAILS FOR WHICH INFORMATION IS REQUIRED

Council Use Only
Application No: _____

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)**
Also applies to research and written information not associated with a current development, subdivision or rezoning application

☐ **Copy of Planning Approvals and Plans*** **$73(No GST)**

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.

Please note the City will provide PDF copies of approvals by email. Please ensure you provide your email address above.

☐ *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 per sheet or A4 & A3 (colour) $5 per sheet

Photocopies: A0, A1 & A2 (black & white) $10 per sheet

***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

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**	*Present Invoice to the Administration Building to the cashier at Council Offices, 9 Coleville Crescent, Spearwood WA from Monday to Friday between 8.30am-4.30pm*
☐ **Internet**	Visit the website below and follow the links https://www.cockburn.wa.gov.au/Online-Services/Online-Payments We accept Mastercard and Visa
☐ **Credit Card**	*The City of Cockburn accepts MasterCard, VISA Card.* Email this application form to planningadmin@cockburn.wa.gov.au. An invoice will then be generated and forwarded to you via email to make the payment online. Note: Requested information will not be released until the payment is receipted by the City.

Privacy Notice

Under the PRIS Act 2024 and the City's Privacy Management Policy we have obligations in relation to how we collect, store, use and access your personal information. For details visit www.cockburn.wa.gov.au/CollectionNotice