

Application to obtain a copy of development approval and plans



This application only relates to requests for copies of the development approvals and plans. All other access to documentation held by the City of Swan, a request must be made under the *Freedom of Information Act 1992 (WA)*. If you have any questions prior to submitting your request please contact our Freedom of Information Officer on (08) 9267 9267 or <https://www.swan.wa.gov.au/Your-Council/Governance-transparency/Freedom-of-Information>.

Details of the property relating to the request

Lot No.		Street Name	
House No.		Suburb / Post Code:	

Applicant's details (person making the request)

Applicant's Name			
House Number / Street Name			
Suburb / Post Code:			
Email Address:			
Daytime Contact Number(s):			
Applicant's Signature:		Date:	

The City cannot guarantee that we have copies of development approvals and documents. The quality of older documents cannot be guaranteed.

Who can request –

- The person/s shown on the City's records as being the Owner/s.
- The purchaser of the property (on condition a signed copy of the Offer and Acceptance has been provided) with the consent of the Owner/s.
- A person who has written authorisation from the Owner/s.
- If the property is owned by a Company or a Trust, a current "Company Extract" must be provided to accompany the request.
- If the property is part of a Strata, written authorisation from the Strata Secretary representing the Strata Company must be provided.

Property owner details (landowner consent/verification)

I/we (Owner's name) being the owner of:			
Lot No / House Number:			
Street Name			
Suburb / Post Code:			
Property Owner/s Signature:		Date:	
Property Owner/s Signature:		Date:	

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Who can provide consent as the landowner -

- The person shown on the City's records as being the Owner/s.
- The purchaser of the property (on condition a signed copy of the Offer and Acceptance has been provided)
- A person who has written authorisation from the Owner/s.

Additional supporting information to accompany the request

- If the property is owned by a Company or a Trust, a current "Company Extract" must be provided. **Other than sole proprietorship companies, the appropriate signatory/ies for companies include two directors, a director and the company seal or a director and a company secretary. Please also identify the title of the person who signed the application form (Director, Secretary etc.) as this will prevent any further follow up and clarification about the signatories.**
- If the property is part of a Strata body, written authorisation from the Strata Secretary or by an elected person of the strata company signed by all strata owners or minutes showing power of authority.
- If the landowner is an incorporated body, the following will be required:
 - An extract from the minutes of a previously held recent Annual General Meeting or similar Committee meeting, that lists the office bearers and the position they hold; and
 - An extract from its Constitution that authorises the office bearers to represent the incorporated body (i.e. signing legal documents).
- Where the land is registered in the name of a government authority, the application form must be signed by an authorised officer of the relevant authority, stating the name and position of the signatory/s. Alternatively, a letter of consent signed by an authorised officer.
- For development applications relating to Unallocated Crown land, unmanaged reserves, land under management order to a local government where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 – the application forms must be signed by the relevant authorised person/s from the Department of Planning, Lands & Heritage (Land Asset Division) for consideration and signature.
- Deceased Estate - Where the land is registered in joint tenants, a copy of the death certificate of the deceased landowner must be provided. Where the land is registered in tenants in common, a copy of the grant of probate or endorsed enduring power of attorney must be provided.

NOTE: The City is unable to release any copies of development approvals and accompanying plans without the authorisation and consent of the landowner/s.

Plans / Documents Required *(Please indicate which specific plans/documents are needed)*

- Site Plan Floor Plan Elevation Plan Development Approval Notice
 Building Envelope (no charge) Other (please specify):

How would you like the plans and details provided to you? Please tick the appropriate box

- Email to: _____
 Post to: _____
 Collect them yourself

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Lodgement and Payment

- You may submit this form to the City of Swan via:

Email:	planning@swan.wa.gov.au
Post:	CITY OF SWAN, PO Box 196, Midland, WA 6936
In Person:	At the CITY OF SWAN Council Office Cnr Morrison Road & Great Northern Highway, Midland During cashier hours 8.30am to 5pm Monday to Friday

- Fees & Charges
 - The prescribed fee for the electronic copy of the development approval request is \$55.00.
 - For hardcopies of the development approval, the base fee is \$55.00. If the amount of copies exceeds 10 x A4 sheets or 5 x A3 sheets, an additional fee at the rate of \$1.20 per A4 and \$2.40 per A3 sheet will be charged. Larger drawings – Price on application.

What happens after lodgement

The request will be reviewed by City staff to determine whether there are any records of development approvals. If there is no record available, City staff will provide confirmation. No fee will be charged.

If the City does have records of any development approvals relating to the property, the request will be lodged and assigned to an officer. City staff will issue a statement of fees for the fees payable.

To avoid delays in the processing of the request, please make payment as soon as possible and forward a copy of the remittance to the assigned officer. Following payment confirmation, the officer will process the request.

Processing times

The average processing timeframes for a request is 10 working days following payment confirmation. For pre-2004 approvals and comprehensive requests, the average processing timeframes is extended to 15 working days for file retrievals from the secondary storage facilities.