

# Copy of Building documents / plans Application Form



Application Number: \_\_\_\_\_

## Please indicate which Plans / Documents are required?

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> All Plans                 | <input type="checkbox"/> House               | <input type="checkbox"/> Patio / Pergola / Gazebo | <input type="checkbox"/> Factory / Warehouse |
| <input type="checkbox"/> Garage /Shed              | <input type="checkbox"/> Swimming Pool / Spa | <input type="checkbox"/> Office / Shop            |  |
| <input type="checkbox"/> If other, please specify: |  |   |  |

## Property Address

Lot Number: \_\_\_\_\_ House Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb & Post Code: \_\_\_\_\_

## Applicant Details

*(If applicant is completing this section on behalf of an Organisation then please record Organisation details)*

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Contact Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Property Owner Authorisation

*(If Applicant is not the Owner then this section needs to be completed. Alternatively please attach the Owner's letter of authorisation or Offer and Acceptance)*

Owner(s) Name: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

Owner(s) Contact Number: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## How would you like to receive your plans?

- |                                  |                                     |   |
|----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Email   | Email Address: _____                |   |
| <input type="checkbox"/> Posted* | <input type="checkbox"/> Collected* | <b>*Please Note:</b> If you choose this option additional fees will apply. See schedule of Fees and Charges |

## Note:

- The City cannot commence a plan search until we have received payment.
- This process takes **10** working days.
- The City cannot guarantee that we have copies of building documents/plans for all properties. If we are unable to provide at least one document, the fee may be refundable.

# Copy of Building documents / plans Information Sheet



The City of Swan can conduct a search of our archives for commercial and residential building plans from 1980 onwards. Plans prior to 1980 are unavailable.

Depending on the quality of the plans and the information retained, the City can generally provide the following information:

- Building Licence (From April 2, 2012 known as Building Permit)
- Plans - Site Plan, Floor Plan and Elevation Plans
- Structural Details

The quality of building documents issued between 1980 and 1999 which are stored on microfilm, cannot be guaranteed as they may have deteriorated and become illegible.

## Copy of Plan Request

The City will endeavour to provide a copy of the:

- Building Licence / Permit
- Elevation Plan
- Floor Plan and
- Site Plan

This request takes **10** working days to process.

## Who can request copies of building plans?

As per Section 131 of the Building Act 2011, copies of building approvals and plans can be provided to:

- The person shown on the City's records as being the Owner
- 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

If a property is owned by a Company or a Trust, a current "Company Extract" must be provided.

If the property is part of a Strata, written authorisation from the Strata Secretary representing the Strata Company must be provided.

## How to request a copy of plans?

To request a copy of plans please complete and return the Application form.

## How to lodge this form

By Email: [copybuildplans@swan.wa.gov.au](mailto:copybuildplans@swan.wa.gov.au)  
By Mail: PO Box 196, Midland WA 6936  
In Person: City of Swan Administration Centre, 2 Midland Square, MIDLAND

# Copy of Plans Schedule of Fees and Charges 2023/2024

FEE DESCRIPTION	2023/2024	GST Incl
<b>Electronic Distribution</b>		
Residential Copy of Plans	\$78.00	Yes
Commercial Copy of Plans	\$177.00	Yes
<b>Hardcopy Distribution</b>		
Residential Copy of Plans	\$78.00	Yes
Plus Residential additional fee for Hardcopy distribution (up to 10 x A4 or 5 x A3)	\$12.00	Yes
Plus A4 – additional fee per page	\$2.00	Yes
Plus A3 – additional fee per page	\$4.00	Yes
Plus A2 – additional fee per page	\$8.00	Yes
<b>Commercial</b> Copy of Plans	\$177.00	Yes
Plus Commercial additional fee for Hardcopy distribution (up to 20 x A4 or 5 x A3)	\$24.00	Yes
Plus A4 – additional fee per page	\$2.00	Yes
Plus A3 – additional fee per page	\$4.00	Yes
Plus A2 – additional fee per page	\$8.00	Yes
Surcharge for expedited service 50% of standard charge	50% of standard charge	Yes

Please note:

Fees are payable at lodgement.

A refund will only be applicable if there are no plans available for the property.