

Request for retrieving a single building record

Privacy and your personal information

The City of Swan is committed to protecting your privacy and handling your personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)*.

Information about how we collect, use, store and disclose your personal information is set out in the relevant Privacy Collection Notice for the service, activity or function you are engaging with. You may wish to review the relevant Privacy Collection Notice before providing personal information to the City. Privacy Collection Notices are available on our website at www.swan.wa.gov.au/privacy.

What building record do you require?

Property address

Lot number

House number

Street name

Suburb

Postcode

Applicant details

(If applicant is completing this section on behalf of an organisation, then please record organisation details.)

Company/applicant name

Name of company representative

Address

Phone

Email

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 the Offer and Acceptance contract. If a property is owned by a company or a trust, a current company extract must be provided.)

Owner(s) name

Owner(s) contact number

Owner(s) address

Owner(s) signature(s)

Date

How would you like to receive your plans?

☐

Email

☐

Collected

Fees

See the schedule of fees and charges at www.swan.wa.gov.au/plan-and-build/building.

Note

- The City cannot start a search until we have received payment
- This request takes five working days to process (from the date payment is received by the City)
- The City cannot guarantee that we have copies of building documents/plans for all properties.

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

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.

What documents can be provided

- Site plan (residential properties only)
- Soil and site classification report
- Notice of completion (BA7).

Eligibility for requesting documents

As per section 131 of the *Building Act 2011*, copies of site plans can only be provided to:

- The person shown on the City's records as being the owner
- The purchaser of the property, in which case a signed copy of the Offer and Acceptance must be provided
- A person who has written authorisation from the owner.

Drainage Plumbing Diagrams (DPD)

The City cannot provide Drainage Plumbing Diagrams (DPD) for properties.

In some cases, you may be able to obtain this information from the Building Commission at www.commerce.wa.gov.au/building-and-energy/drainage-plumbing-diagrams.

Additional requirements

If the property is owned by a company or a trust, you must provide a current company extract.

If the property is part of a strata development, privacy laws require you to provide one of the following:

- The strata council's resolution allowing each of the strata lot owners, strata manager or another specified representative to request copies of building records from the local government
- Signed written permission from all other strata lot owners authorising the applicant or owner to request copies of building records from the local government.

How to lodge

Please complete and return the application form.

By email: copybuildplans@swan.wa.gov.au or

In person: City of Swan Administration Centre,
2 Midland Square, Midland WA 6056
between 8am and 5pm, Monday to
Friday (excluding public holidays).

How to make a payment

Once the City has accepted your application, we will send you a payment request with instructions on how to make the payment.

Note: Fees are payable upon receipt of payment request and are non-refundable.