

Request for retrieving multiple building records

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 structures would you like records for?

(See following page for standard inclusions.)

If you need additional records, list them below. Additional fees will apply.

Property address

(If the property is part of a strata development, privacy laws require you to provide additional information. Refer to the following page)

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 of Swan cannot start a plan search until we have received payment
- This takes 10 working days to (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.

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

- Building permit (prior to April 2, 2012, known as a building licence)
- 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. The fee is non-refundable.

Standard inclusions

The City will endeavour to provide a copy of the:

- Building licence/permit
- Elevation plan
- Floor plan
- Site plan.

Additional records

Requests for documents that are not typically provided will attract additional fees and must be specified on the application form.

Eligibility for requesting documents

As per section 131 of the *Building Act 2011*, copies of building records can only 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.

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:

www.commerce.wa.gov.au/building-and-energy/drainage-plumbing-diagrams

Additional requirements

If a 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 other 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

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:

- Where more than three hours' work is required to prepare the documents, an agreed fee based on the expected time will be applied
- Fees are payable on receipt of the payment request and are non-refundable.