

Request for Copy of Site Plans Application Form



Application Number: _____

Property Address		
Lot Number:	House Number:	Street Name:
Suburb & Post Code:		

Applicant Details	
<i>(If applicant is completing this section on behalf of an Organisation then please record Organisation details)</i>	
Applicant Name:	
Applicant Address:	
Applicant Contact Number:	
Applicant Signature:	Date:

Property Owner Authorisation	
<i>(If Applicant is <u>not</u> the Owner then this section needs to be completed. Alternatively please attach the Owner's letter of authorisation or Offer and Acceptance)</i>	
Owner(s) Name:	
Owner(s) Address:	
Owner(s) Contact Number:	
Owner(s) Signature:	Date:

Why do you require the site plan?

How would you like to receive your plans?			
<input type="checkbox"/> Email	Email Address:	<input type="checkbox"/> Posted	<input type="checkbox"/> Collected

Note:
<p>The City will endeavour to provide a copy of the most recently approved site plan which should display the position and use of any existing and proposed residential structures in relation to the property boundary.</p> <p>Copies of site plans are only available for <u>residential properties</u> and are usually requested when a property owner is planning to build a class 10 structure such as a shed; swimming pool/spa and safety barrier.</p> <ul style="list-style-type: none">• The City cannot commence a plan search until we have received payment.• This Process takes 5 working days.

Site Plan request

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- Site plans are not available for Commercial properties.
- This request takes **5** working days to process.

Who can request a copy of a Site plan?

As per Section 131 of the Building Act 2011, copies of site plans can 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

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 a Site plan?

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

How to lodge this form

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

Fees

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

Residential Site Plan	\$34.00
Surcharge for expedited service 50% of standard charge	50% of standard charge