

# 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"><li>The City cannot commence a plan search until we have received payment.</li><li>This Process takes <b>5</b> working days.</li></ul>

## Site Plan request

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.

Copies of site plans are only available for **residential properties** 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.

- 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](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

## Fees

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

Residential Site Plan	\$31.50
Surcharge for expedited service 50% of standard charge	50% of standard charge