

Building Plans Request Form

WHAT DOES THIS SERVICE PROVIDE?

The City's Building records are generally complete back to the 1980's however, prior to that time, **NOT ALL** records are held. **Please telephone Planning Administration on 9364 0111 to establish if plans exist prior to making an application.**

PLEASE NOTE: We cannot guarantee the quality of some records as existing scanned plans may be of poor quality

WHO CAN REQUEST COPIES OF BUILDING PLANS?

The owner as identified by City of Melville records and applicants who provide authorisation in writing from the current owner. Suitable proof of identity will be required.

AVAILABILITY

Please allow 10 business days for your application to be processed and plans to be forwarded. Requests for hard copies of plans will only be provided in A3 format and may not be to scale.

APPLICATION FORM & FEE

Payment **MUST** be made in person or via post by cheque/money order *WITH YOUR COMPLETED APPLICATION FORM*:

In Person:

City of Melville
10 Almondbury Road
BOORAGOON WA 6154

Postal Address:

City of Melville
Locked Bag 1
BOORAGOON WA 6954

A **non-refundable** application fee is applicable for **ALL** approved building plans for the requested property (Please refer to our Fees and Charges by visiting www.melvillecity.com.au).

APPLICATION DETAILS:

Lot No _____ House No _____ Street _____

Suburb _____ Postcode _____

Is the property on a corner block? Yes No Approx. age of property _____

Strata/block of units: Please Specify: front / rear / left side / centre / right side

Applicant Name _____

Postal Address _____ Postcode _____

E-mail Address _____ Preferred Contact Number: _____

I wish to receive my plans via: (Please select **ONE** of the following)

Email (I have provided my email address) **OR** Hard Copy (A3 format only)

By signing below, you are agreeing to the following:

I will indemnify the City of Melville against any claims against the City arising under the Copyright Act 1968 in connection with the City providing me with a copy of the plans.

***I require the plans for my own private use and will not copy the plans, provide them to a third party or use the plans for any commercial advantage, without first obtaining authorisation from the copyright owner.*

Only ONE copy of available plans will be provided by the City of Melville.

APPLICANT SIGNATURE: _____ **DATE:** _____

Office Use Only:

Accepting Officer Name:

Date: Receipt Number:

Plans viewed by
customer confirmed
correct

Yes

Licence No.	Date	Box No.	Licence No.	Date	Box No.