

Application for Access to Building Related Documents Pursuant to Part 11 of the Building Act 2011

Please complete the relevant part below and either email it to melinfo@melville.wa.gov.au, hand it to counter staff at the Civic Centre 10 Almondbury Rd, Booragoon, or post it to City of Melville, Locked Bag 1, Booragoon WA 6954.

The City will aim to deal with your application within 10 working days. Note that incomplete forms will be returned.

Applicant's Name: _____

Applicant's Postal Address: _____

Applicant's Contact Telephone Number: _____

Applicant's Email Address: _____

Property Details:			
Lot Number:	Unit Number:	House Number:	
Street:		Suburb:	
Postcode:			
If the property is a block of units or subdivided block, please specify:	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	
	<input type="checkbox"/> Left side	<input type="checkbox"/> Right side	<input type="checkbox"/> Centre
Is it a corner block?: <input type="checkbox"/> Yes <input type="checkbox"/> No			

PART 1 – Application under subsection 129(2) of the Building Act 2011 for a copy of a building permit, demolition permit, occupancy permit or certificate of building approval granted by the City of Melville, or a building order made by the City of Melville, and kept on the register specified in section 128 of that Act.

Relevant legislative provisions in the Building Act 2011:

128. Register of permits, building approval certificates, building orders

(1) A permit authority must keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it, and all building orders made by it.

129. Inspection, copies of permits, building approval certificates in register

(2) A permit authority may, on application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register.

Type of document requested:

Building Permit

Demolition Permit

Occupancy Permit

Building Approval Certificate

Building Order

Copy to be sent by: Email Post



PART 2 – Application under subsection 131(2) of the Building Act 2011 for a copy of a prescribed building record as defined in section 130 of the Building Act and prescribed in Regulation 12 of the Building Regulations 2012. Note that this application may be made only by **an interested person (as defined in subsection 131(1))**.

Relevant legislative provisions in the Building Act 2011:

130. Building records to be kept

A permit authority must keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of —

- (a) an application for a building permit or demolition permit; or*
- (b) an application of a kind mentioned in Part 4 Division 2; or*
- (c) an inspection of a prescribed kind.*

131. Inspection, copies of building records

(1) In this section —

building record means a document mentioned in section 130;

interested person means —

- (a) an owner of the building or incidental structure to which the building record relates; or*
 - (b) a person who has the written consent of an owner mentioned in paragraph (a) to inspect, or receive a copy of, a building record relating to the owner; or*
 - (c) a person, or a person belonging to a prescribed class of persons.*
- (2) A permit authority may, on application by an interested person and on payment of the prescribed fee, if any —*
- (a) allow the interested person to inspect a building record; and*
 - (b) provide to the interested person a copy of a building record.*

Documents currently prescribed under Regulation 12 of the Building Regulations 2012:

12. Building records to be kept (s. 130)

For the purposes of section 130, the following documents are prescribed —

- (a) the certificate of design compliance, including the plans and specifications that are specified in the certificate, relating to an application for a building permit;*
- (b) the certificate of construction compliance that accompanies an application of a kind mentioned in section 46 or 47;*
- (c) the certificate of building compliance that accompanies an application of a kind mentioned in Part 4 Division 2 of the Act, other than an application of a kind mentioned in section 46 or 47;*
- (d) the notice of completion given under section 33(1) in relation to a building permit;*
- (e) if a notice of cessation in relation a building permit is given under section 34(1), the notice of cessation.*

Type of document requested:

- Certificate of design compliance, including plans and specifications, relating to an application for a building permit
- Certificate of construction compliance that accompanies an application of a kind mentioned in section 46 or 47 of the Act
- Certificate of building compliance that accompanies an application mentioned in Part 4 Division 2 of the Act (except section 46 or 47)
- Notice of completion given under section 33(1) in relation to a building permit
- Notice of cessation given under section 34(1) in relation to a building permit



Type of access requested:

- Inspect the building record(s) at the City of Melville Civic Centre or;
- Receive a copy of the building record(s) to be sent by email/post (circle whichever applies)

I declare that I am eligible to be considered an “interested person” who may apply for access to the building records relating to the building or incidental structure identified in this application (tick whichever applies)

- I am the legal owner of the building or incidental structure to which the building record relates, or
- I have attached the written consent of the legal owner of the building or incidental structure to which the building record relates.

Applicant signature: _____ Date: _____

City of Melville use only:

For applications to inspect building records, tick applicable box below and attach proof of eligibility and identification of the applicant as an “interested person” under subsection 131(1):

- Owner or interest party (**proof of identity attached**)
- Written consent of legal owner of the building or incidental structure (**attached**)

Officers to note: it is unlawful under the Building Act for the City to allow a person to inspect or be provided with copies of building records under section 131(2) unless they provide proof that they are an interested person as defined under section 131(1) of the Act.

Manager Building and Environmental Health signature: _____ Date: _____

List of documents sent to applicant or made available for inspection:

Document Number	Date Provided	Access Type (circle)
		Inspected / Emailed / Posted
		Inspected / Emailed / Posted
		Inspected / Emailed / Posted