

PLANNING AND BUILDING COMPLIANCE SERVICE REQUEST

Please provide as much information as possible on this request form regarding your query.

Compliance investigations by the City of Melville are evidence based and therefore may take time to resolve.

Please submit this form via the following methods:

EMAIL: Click the submit button at the bottom of this form.

IN PERSON: City of Melville, 10 Almondbury Road, BOORAGOON WA 6154

POST: Attention: Planning and Building Compliance

City of Melville
Locked Bag 1
BOORAGOON WA 6954

We collect your personal information to process your request in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By completing this form, you confirm that you have read and acknowledge the collection of your personal information. For full information about how we handle your personal information, please visit our privacy page.

TYPE OF COMPLIANCE ISSUE (please tick where applicable)

Building Compliance		Planning Compliance	
Dangerous buildings or unsafe building works		Alteration in ground levels	
Retaining walls		Ancillary accommodation	
Swimming pool / spa / pool fence		Departure from approved plans or unauthorised works (Planning & Building)	
Sheds / Patios		Miscellaneous / other:	
Demolition			
Adverse effect due to building works			
Stormwater			

Your Contact Details

Given Name:		Surname:	
Address:			
Suburb:		Postcode:	
Email Address:			
Telephone (H):		Mobile:	

General Enquiries Tel: 1300 635 845 | 9364 0666 **Email:** melinfo@melville.wa.gov.au **www:** melvillecity.com.au
Street Address: 10 Almondbury Road, Booragoon WA 6154 **Postal Address:** Locked Bag 1, Booragoon WA 6954
National Relay Service Tel: 133 677 (TTY) 1300 555 727 (speech relay) **www:** relayservice.com.au

PROPERTY DETAILS RELATING TO ENQUIRY

Address:			
Suburb:		Post Code:	

Have you attempted to resolve this matter yourself? ☐ YES/ ☐ NO

Describe the nature of your enquiry, how the matter affects you and your expected outcome of the City's investigations.

(Please attach documents and photos to support your request, if applicable)

Please Note:

The City of Melville cannot adjudicate on civil matters (e.g. damage to private property, dividing fence or tenancy disputes). You may need to contact the Citizens Advice Bureau (08 9221 5711) or the Magistrates Court (08 9425 2222) for information on civil proceedings. In the event that the City decides to take legal action in this matter, it may be necessary for you to attend court to give evidence.

I confirm that I wish to lodge a Building / Planning Compliance Service Request with the City of Melville in relation to the above matter.

Signed: _____ Date: _____