

Building Plans Retrieval Request Form

The City of Melville will provide copies of approved building plans on request where possible.

IMPORTANT: It is highly recommended prior to submitting your form with payment that you contact the Building Administration on 1300 635 845 to establish if plans are available. Available plans can be viewed at the City of Melville Civic Centre before making payment to ensure plans are to your expectations.

If plans are unavailable or unclear, the cost of the request for building plans will not be refunded.

By Post

City of Melville
Locked Bag 1
BOORAGOON WA 6954

In Person:

City of Melville Civic Centre
10 Almondbury Road
BOORAGOON WA 6154

Online:

[Request Copies of Building Plans](#)

Type of Plans Requested and Associated Fees:														
Residential Initial Fee \$110.00			Commercial Initial Fee \$150.00											
Should offsite retrieval be required, an additional \$30 retrieval fee will be charged per box with payment required prior to commencing search.														
Property Details:														
Lot Number:		Unit Number:		House Number:										
Street:			Suburb:											
Postcode:		Approximate age of property:												
If the property is a block of units or subdivided block, please specify:														
<table border="1"> <tr> <td>Unit B Rear</td> <td rowspan="3"> Unit A Left Side </td> <td rowspan="3"> Unit B Right Side </td> <td>Unit 3 Rear Left</td> <td>Unit 4 Rear Right</td> </tr> <tr> <td rowspan="2">Unit A Front</td> <td>Unit 2 Centre Left</td> <td>Unit 5 Centre Right</td> </tr> <tr> <td>Unit 1 Front Left</td> <td>Unit 6 Front Right</td> </tr> </table>		Unit B Rear	Unit A Left Side	Unit B Right Side	Unit 3 Rear Left	Unit 4 Rear Right	Unit A Front	Unit 2 Centre Left	Unit 5 Centre Right	Unit 1 Front Left	Unit 6 Front Right	☐ Front ☐ Left side ☐ Centre Is it a corner block? ☐ Yes ☐ No		☐ Rear ☐ Right side ☐ No
Unit B Rear	Unit A Left Side	Unit B Right Side			Unit 3 Rear Left	Unit 4 Rear Right								
Unit A Front					Unit 2 Centre Left	Unit 5 Centre Right								
			Unit 1 Front Left	Unit 6 Front Right										
Street View				For large unit complex's, please provide description of property location above.										
Please indicate existing structures at the property:														
☐ House ☐ Garage/Shed ☐ Swimming Pool ☐ Additions/Alterations		☐ Pergola/Gazebo ☐ Office/Shop ☐ Retaining Wall / Fence ☐ Other (Please Specify):												

*** Please see page over for Terms and Conditions before completing this form.**

Terms and Conditions

- 1) The cost of the request for building plans **will not be refunded** if plans are unavailable or copies are not clear.
- 2) Full payment is required upon submission of this building plans request form.
- 3) Plan availability cannot be guaranteed if offsite ordering is required.
- 4) The process of acquiring building plans may take up to 20 working days if offsite ordering is required.
- 5) Incomplete forms, or forms without the mandatory identification and written consent will be returned.
- 6) If you are not the owner of the property that you are requesting plans for, the current owner's written consent and signature is required to process your request.
- 7) We cannot guarantee the quality of some plans as the original plans may have been subject to wear and tear, poor scanning, blurred printing, etc.
- 8) The City of Melville will only provide copies of approved building plans.
- 9) All plans will be emailed to the below provided email address.

By signing below, you are agreeing to the above Terms and Conditions.

Applicant Details:			
Name:		Postal Address:	
Suburb:		Postcode:	
Contact Phone Number:		Email Address:	
Applicant's Signature:		Date:	
OFFICE USE ONLY			
Application Number:		Responsible Officer (initials):	Date:
Copies of relevant authorisation documents have been attached if applicable.			
☐ Identification (mandatory)		☐ Authority Form	☐ Offer and Acceptance
Receipt Number:			
Licence/BA Number	Date	Viewed	Other Comments:
		☐	
		☐	
		☐	
		☐	
		☐	

NOTE: 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.