City of Melville

Request for Copies of Development Approvals

This form is for planning records only. Please contact us at pb.planning@melville.wa.gov.au before submitting to check whether records are likely to be available. ***Not all historical records or plans are available.*** Access to any other documents held by the City must be requested using the *Building Plans Retrieval Request* or under the *Freedom of Information Act 1992* (WA).

Who can make a request

- The person/s shown on the City's records as the owner/s.
- If the property is part of a strata, written authorisation from the Strata Secretary representing the Strata Company must be provided.
- If the property is owned by a company or trust, a current ASIC Company Extract must accompany the request.
- A person who has written signed authorisation from the owner/s.
- The purchaser of the property (on condition a signed copy of the Offer and Acceptance has been provided), with the consent of the owner/s.

Type of request	Applicable Fees
Planning records for residential properties	$110.00 (per file)
Planning records for commercial properties	$150.00 (per file)
Offsite retrieval	An extra $30.00 per box
If the retrieval fee is not paid, the offsite search will not proceed. Only the readily available plans will be provided	

Section 1: Property Details

Unit / House no:		**Street name:**	
Suburb		**Postcode**	
Lot and plan no.	Lot no: Location no: Plan / diagram no. (if known):		
Is the property on a corner block?	☐ Yes ☐ No		
Strata / block of units	If the property is a strata or block of units, when facing the dwelling from the street, please select the location: ☐ Front ☐ Rear ☐ Left side ☐ Centre ☐ Right side		
Has the property been subdivided or renumbered?	☐ Yes ☐ No ☐ Unsure If yes, please tell us the historic address (if known):		
Approximate age of the property	Year or decade built (if known): Please note that there are limited plans available prior to 1970 and quality plans cannot be guaranteed		

Section 2: Plans and Documents Required

Which plans or documents do you need? (Please tick all that apply)	☐ Site plan ☐ Floor plan ☐ Elevation plan ☐ Development approval conditions ☐ Other (please specify):
How would you like the plans and details provided to you? (Please tick one)	☐ Applicant Email ☐ Collect from the City

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Section 3: Details to Help Us Locate the Records

What are you looking for? (for example, original dwelling, patio, shed, additions, grouped dwellings or home business)	
Approximate date of the plans or approval	Year / decade: ☐ Unsure
Approval or DA reference number (if known)	
Any other information that may help (e.g., previous owner names, architect/draftsman or applicant)	

Section 4: Property Owner Consent

I/We (owner's name/s)			
Being the owner/s of	Lot no / House no: Street name: Suburb and Postcode:		
Owner's signature		**Date**	
Owner's signature		**Date**	

Who can provide consent as the landowner

- The person/s shown on the City's records as the owner/s.
- The purchaser of the property (on condition a signed copy of the Offer and Acceptance has been provided).
- A person who has written and signed authorisation from the owner/s.

Section 5: Applicant Details

Complete this section if you are the owner and/or the applicant.

Full name		**Phone**	
Postal address			
Email			
Relationship to the property	☐ Owner ☐ Prospective purchaser ☐ Agent or consultant ☐ Tenant ☐ Other:		
Applicant signature		**Date**	
By signing this form I declare that the information provided is true and correct to the best of my knowledge. I agree to the below Terms and Conditions and consent to the City contacting me if further details are needed to locate the records.			

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Terms and Conditions

1. Where a fee applies, payment is required before records are released. Fees are not refunded if records are unavailable or unclear.
2. We cannot guarantee that records exist or their quality. Retrieval from offsite or archived storage may take up to 15 working days.
3. Incomplete forms will be returned. If you are not the owner, the owner's written consent and signature are required.
4. We will only provide copies of approved plans and documents held on our records. These may be subject to copyright and are provided for the stated purpose only.
5. Records will be emailed to the address provided unless otherwise agreed with the City.

Please submit the following with your request:	
☐	This completed and signed form
☐	Supporting documents for owner consent such as a signed Offer and Acceptance, ASIC Company Extract, strata authorisation, or signed authorisation letter from owner/s.

Additional supporting information to accompany the request

- If the property is owned by a company or trust, a current "Company Extract" must be provided. Other than sole proprietorship companies, the appropriate signatories for companies include two directors, a director and the company seal, or a director and a company secretary. Please also identify the title of the person who signed the form (Director, Secretary, etc.) to avoid the need for further follow up and clarification.
- If the property is part of a strata, written authorisation from the Strata Secretary or an elected person of the strata company, signed by all strata owners, or minutes showing power of authority, must be provided.
- If the landowner is an incorporated body, the following will be required:
    - An extract from the minutes of a recent Annual General Meeting or similar committee meeting that lists the office bearers and the positions they hold; and
    - An extract from its Constitution that authorises the office bearers to represent the incorporated body (for example, signing legal documents).
- If the land is registered in the name of a government authority, the form must be signed by an authorised officer of the relevant authority, stating the name and position of the signatory/s. Alternatively, a letter of consent signed by an authorised officer may be provided.
- Deceased estate: where the land is registered in joint tenants, a copy of the death certificate of the deceased landowner must be provided. Where the land is registered in tenants in common, a copy of the grant of probate or an endorsed enduring power of attorney must be provided.

Please Note: The City is unable to release any copies of development approvals and accompanying plans without the authorisation and consent of the landowner/s.

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.**