

# Application to Request Building Plans

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

**IMPORTANT:** As per condition one on page over, if plans are unavailable or unclear, the cost of the request for building plans will not be refunded

Please contact Urban Planning Administration on 9364 0111 to establish if plans are available prior to submitting an application.

It is highly recommended that plans are viewed at the City of Melville Civic Centre before making payment to ensure plans are to your expectations.

**By post:**

City of Melville  
Locked Bag 1  
BOORAGOON WA 6954

**In person:**

City of Melville Civic Centre  
10 Almondbury Road  
BOORAGOON 6154

Type of Plans Requested:	Building Plans Request Fee	
Residential	\$99.00	<input type="checkbox"/>
Commercial	\$124.00	<input type="checkbox"/>

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:		<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			
Please indicate existing structures at the property:			
<input type="checkbox"/> House	<input type="checkbox"/> Pergola/Gazebo		
<input type="checkbox"/> Garage/Shed	<input type="checkbox"/> Office/Shop		
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Other (Please Specify):		
<input type="checkbox"/> Additions/Alterations			

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

OFFICE USE ONLY	
Officer Initial:	
Date Received:	

## Terms and Conditions

- 1) The cost of the request for building plans will not be refunded if plans are available 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 15 working days if offsite ordering is required.
- 5) Incomplete forms, or forms without the required permissions will be returned.
- 6) If you are not the owner of the property you are requesting plans for, the current owner's permission 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			
Responsible Officer:			
<input type="checkbox"/> All relevant authorisation documents have been attached.			
Receipt Number:			
Licence/BA Number	Date	Viewed	Other Comments:
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	