

Application to Request Building Plans

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

IMPORTANT: Please contact Urban Planning Administration on 9364 0111 to establish if plans are available prior to submitting an application, as the building plan request fee is **non-refundable**.

Please complete this form and return with full payment:

By post with cheque:

City of Melville
Locked Bag 1
BOORAGOON WA 6954

In person:

City of Melville Civic Centre
10 Almondbury Road
BOORAGOON 614

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

Building plans are sent via email. If you require hard copy, please see additional printing fees below:		
A4 paper	\$0.75 per page	<input type="checkbox"/>
A3 paper	\$1.05 per page	<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, 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"/> Other (Please Specify):	
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Office/Shop	
<input type="checkbox"/> Additions/Alterations		

Please see page 2 for Terms and Conditions

Terms and Conditions

- 1) If plans are not available, or the copies are not clear, the cost of the request for building plans will not be refunded.
- 2) If you are not the owner of the property you are requesting plans for, please note that the owner's permission and signature is required to process your request.
- 3) Plans prior to 1980 may not be available.
- 4) The process of acquiring building plans may take up to 10 working days.
- 5) Incomplete forms, or forms sent without payment, will be returned.
- 6) Full payment is required upon submission of building plans request form.
- 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.

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

Applicant Details:	
Name/Company 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"/>	