



## 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: PB Admin  
City of Melville  
Locked Bag 1  
BOORAGOON WA 6954

**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

<b>Given Name:</b>		<b>Surname:</b>	
<b>Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Email Address:</b>			
<b>Telephone (H):</b>		<b>Mobile:</b>	



**PROPERTY DETAILS RELATING TO ENQUIRY**

<b>Address:</b>			
<b>Suburb:</b>		<b>Post Code:</b>	

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 (80 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: \_\_\_\_\_