

Development Services & Record Services

How do I obtain a copy of the plans relating to a Development Approval or a Building Permit for my property? (Document Archive Search)

If you own a property within the City of South Perth, you are able to obtain a copy of the plans and approvals held by the City which relate to either Development (Planning) Approval or the issue of a Building Permit. You can do so by making a formal request for a Document Archive Search by visiting the Civic Centre or by telephoning 9474 0777.

Requesting a search

The Concierge or one of the Customer Service Liaison Officers will require the following details when you make your request:

- Your name and contact telephone number;
- Address of the property; and,
- Confirmation that you are the current owner of the property.

Note 1: If you are *not* the owner and you wish to obtain the plans, you will need to present a letter from the property owner granting consent for you to obtain the plans.

Note 2: If the property is a *strata titled unit*, a letter of consent for you to obtain the plans will be required from either the strata company, or all the strata group owners, even though you may own one of the units. The letter is required because you are effectively asking to obtain the plans of dwellings that you do not own, in addition to your own dwelling. The authorisation letter(s) can be presented to the City at the time of collection of plans or emailed to the City prior to collection.

Search result

Your Archive Searches can take up to ten working days from the date of your request. You will be contacted by the Building Administration Officer and informed of any extra cost for A0/A1 and A2 size copies if applicable and that your plans are available for collection.

Collecting Plans

When you come to collect the plans please ensure you **bring one of the following documents**:

- proof of identification (e.g. drivers licence or passport), allowing us to check our electronic rates records;
- proof of ownership of the property (e.g. rates notice or copy of title); or,
- written authorisation from the owner of the property for you to obtain the plans.

Please note that only the plans associated with a Development (Planning) Approval and the issue of a Building Permit may be copied. If you wish to access other documents relating to the property you may apply pursuant to the Freedom of Information Act.

Fees

Fees for this service are prepaid at the time of the request and non-refundable. Please refer to the [fees and charges schedule](#) on the City's website for current fees:

- Archive searches
- Photocopy charges

Please note that commercial archive search fees are payable for unit complexes of 5 units or more whether they are single storey, double storey or more. Any business that is operated from a residential property is also classed as Commercial.

Should you have any further questions regarding this or any other matter, you are welcome to contact one of the City's officers by telephone or make an appointment to see an officer in person.

City of South Perth Civic Centre, cnr South Terrace and Sandgate Street, South Perth

Telephone: 9474 0777

Email: enquiries@southperth.wa.gov.au