

## Copies of archival building licence plans

The City of Fremantle has copies of building plans' dating back to the 1960's although some plans have deteriorated and may not be available.

Plans prior to this time period may not be available, however you can still request the search. If the search is unsuccessful the City does not refund the fee.

The City officer will use all historical records available to locate copies of plans you are requesting. It may also be beneficial to some homeowners to conduct their own search in the [Local History Library](#).

Depending on the quality of plans and the information retained, the City can generally provide the following information:

- Building Licence application
- Plans – site plan, floor plan and elevations

## Who can request copies of building licences?

The owner of the property can request copies of the City's building records, or give written authorisation to a third party to request the plans. The owner is the person shown in the City's records as being the owner. The City will require proof of identity and/or authority when a search request is made.

## Application fee

Residential:

A **non-refundable search fee** of \$60(including GST), which includes copies of all building licences and plans relevant to your property.

Commercial

A **non-refundable search fee** of \$75(including GST), which includes copies of all building licences and plans relevant to your property.

Building Services may allow the applicant to view the plans prior to copying

Note – an additional charge of \$5 may be charged for copies of plans larger than A3

## How to order

Complete the [application](#) form and lodge the application in person at Fremantle Town Hall Centre, 8 William Street, Fremantle. Alternatively post the application with a cheque or money order to City of Fremantle, PO Box 807, Fremantle WA 6959. Payment must be made at the time of lodgement and is not refundable if the search is unsuccessful. Once the application has been lodged an officer will commence the search. Generally the application will be finalised within ten working days.

## Where do I find more information?

The City has an informative website which is a readily available and efficient way to obtain further information.

Phone: (08) 9432 9999

Fax: (08) 9430 4634

E-mail: [planning@fremantle.wa.gov.au](mailto:planning@fremantle.wa.gov.au)

Website: [www.fremantle.wa.gov.au](http://www.fremantle.wa.gov.au)

### **Disclaimer**

*Any statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the City of Fremantle, its agents, associated organisations and employees are not liable (whether by reason or negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any representation, statement or advice referred to in this publication. Information in this publication may change without notice*