



Request for Copies of Building Licence Plans

Important Information	Every effort will be made to obtain the requested plans however if the plans are not available the search fee will not be refunded. Please read the additional information on the back of this form.	
Address of property for search	Lot No:	House No:
	Street:	
	Suburb:	
Applicant Details (if different to the owner)	Name:	
	Address:	
	Phone(H)	W
	Mobile:	Fax:
Owner Details (in all instances the owner must complete this section)	Name:	
	Address:	
	Phone(H)	W
	Mobile:	Fax:
	Pick Up <input type="checkbox"/> Post <input type="checkbox"/> Owner/Applicant I authorise _____ to collect the plans	
	Owners Signature:	Date:
Please indicate which building licence/plans you wish to be copied: <input type="checkbox"/> House <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Additions <input type="checkbox"/> Outbuilding/shed <input type="checkbox"/> Patio/pergola <input type="checkbox"/> Other (please specify) _____		
Office Use Only:		
Owner Verified <input type="checkbox"/>	Assessment Number:	
Account Code: FPlanningServicesG		
Fee Paid: Residential Search Fee \$63 <input type="checkbox"/> Commercial Search Fee \$80 <input type="checkbox"/>		
Receipt No:	Date Paid:	
Licence Number:	Year:	
Date posted/collected:		

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Payment can be made by the following options:

Cheques should be made payable to City of Fremantle -

Mail to: Planning Services
City of Fremantle
PO Box 807, FREMANTLE WA 6959

In Person: Service & Information Counter
City of Fremantle
8 William St, FREMANTLE WA 6160

Payment Details:	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>
Card No:	Expiry Date: __/__/__	
Name on card:	Amount:	
Cardholders signature:		

General information

The City of Fremantle has plans available for most buildings constructed after 1956, however some plans will not be available. Every effort will be made to obtain the requested plans however if the plans are not available the search fee will not be refunded.

As the plans are located off site, every effort will be made to obtain the plans within ten working days

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

- Building Licence Application
- Plans - site plans, floor plan and elevations

All plans will be copied in black and white only

If your building was constructed pre 1956, you may be able to find information on the property in the Local History section of the library.

Who can request copies of building licence plans?

Only the owner of the property is entitled to view or request copies of the City's building records.

The owner includes:

- The person shown in the City's record as being the owner.
- A person who is authorised in writing by the owner

The City will require proof of identity and/or authority when a search request is made.

Application fee

The search fee must be paid when lodging the application form.

Residential:

A **non-refundable** search fee of **\$63.00** (including GST), which includes copies of all building licences and plans relevant to your property.

Commercial:

A **non-refundable** search fee of **\$80.00** (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.