

Development Approvals

Request for Copies of Information and Plans

Important Information	Every effort will be made to obtain the requested information however if the information is 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:	Email:
Owner Details (in all instances the owner must complete this section)	Name:	
	Address:	
	Phone(H)	W
	Mobile:	Email:
	Owners Signature:	Date:
Email:	Post:	(Choose One) to Owner/Applicant(please circle)
I authorise _____ to collect the plans		
Please indicate which plans you wish to be copied		
<p>Development Approvals Building Permit (please see page 3 for details of each type of approval)</p>		
Type of Plans:		
House	Outbuilding/shed	
Additions	Change of Use	
Patio/ pergola	Home office/occupation/business	
Signage		
Other (please specify)	_____	
Fee Paid: (tick applicable) (please see page 3 for details of each type of approval)		
Development Approvals		
Search Fee	Residential \$103.00	Commercial \$103.00
Building Permit		
Search Fee	Residential \$107.00	Commercial \$153.00
Both Development Approvals and Building Permit		
Search Fee	Residential \$210.00	Commercial \$256.00
Office use only:		
Owner verified:		
Assessment number:		
Receipt no:	Date paid:	

Payment can be made by the following options:

Cheques should be made payable to City of Fremantle -

Mail to: Planning Services
City of Fremantle

In Person: Service & Information Counter
City of Fremantle

PO Box 807, FREMANTLE WA 6959

70 Parry Street, FREMANTLE WA 6160

Payment Details	Mastercard	Visa
Card No:		Expiry Date: ___ / ___
Name on Card:		Amount:
Cardholders Signature:		

Credit card payments incur a 0.5% surcharge

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 building plans and property files 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 or permit application
- Plans - site plans, floor plan and elevations All plans will be copied in black and white only
- Development Application Information
- Plans - site plans, floor plan
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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.

Difference between Development approvals and Building permits:

Development approvals relate to approvals granted by the Planning department at the City of Fremantle and generally include architectural plans depending on the age of the property.

Building licences /permits and approvals granted by the Building department at the City of Fremantle and generally include structural, electrical, sewerage and working drawings depending on the age of the property.

Who can request copies of information and plans?

Only the owner of the property is entitled to view or request copies of the City's development approvals 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 fee as set out in the City of Fremantle current fees and charges schedule must be paid on lodgement of this form. Additional fees may be charged for additional photocopying of large scale plans.