

City of Wanneroo  
23 Dundobar Road, Wanneroo WA 6065  
Locked Bag 1, Wanneroo WA 6946

T 9405 5000  
E [enquiries@wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au)  
[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)

### **What can the City provide?**

The City of Wanneroo can provide copies of residential and commercial building plans. This includes copies of Site Plans, Floor Plans, Elevations and a variety of other documents (depending on age of the property and approved structures).

In addition to plans, the City can also provide copies of Building Permits and Planning Decision documents on request. This documentation proves useful if you want to confirm what conditions were applied when the City assessed a particular application.

### **Points to note before lodging a request**

- Please allow 8-10 days for processing.
- Whilst every effort is made to obtain the required plans, the City of Wanneroo cannot guarantee availability or the quality. If you are requesting plans for the purpose of submitting for a new building/planning approval, please be aware that you may be required to get plans re-drafted in order to meet present-day standards.
- If the City cannot locate the documentation requested, you will be refunded the amount paid minus the City's 'search fee' (listed below).
- Plans prior to 1971 may not be available.

If you are unsure what you might be looking for, or have any questions you would like to ask before lodging a request, please contact the City's Approval Services on 9405 5000.

### **Who can request copies of plans and permit / decision documents?**

To obtain the abovementioned documents, applicants are required to be a:

- Current owner of the property;
- Prospective owner, providing a copy of the signed Offer and Acceptance for the property; or
- Person who has written authorisation from the owner

*Proof of identity, authority or an Offer & Acceptance must be provided at the time of lodging this request.*

- If the property is owned by a company, a company letterhead signed by the Director must be provided.
- If the property is owned by a trust, signed authorisation must be provided by the Trustee.
- If the property is part of a Strata, signed authorisation must be provided by the Strata Secretary representing the Strata company.

### **Lodgement Options**

#### **Online**

The City's preferred lodgement method is online, applications can be submitted via the below link:

[Apply Online](#)

#### **In Person**

You can lodge an application over the counter at the City of Wanneroo Civic Centre located at 23 Dundobar

Road, Wanneroo during business hours of Monday-Friday 8.30am - 5.00pm.

#### **By Post**

You can lodge an application via post to:

City of Wanneroo  
Locked Bag 1  
WANNEROO WA 6946

### **Fees**

To determine your application fees, please refer to our [Building Fee Schedule](#) or [Building Application Fee Calculator](#) on the City's website.

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Office Use Only

## Property Details (Property relating to the plans / documents that you are requesting)

House Number:	Lot Number:
Street Name:	
Suburb:	Postcode:

## Please indicate which plans / documents you wish to request

<input type="checkbox"/> House Full Set (inc floor, site, elevations, engineers etc)	<input type="checkbox"/> Site Plan Only	<input type="checkbox"/> Floor Plan Only
<input type="checkbox"/> Elevations Only	<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Septic Tank
<input type="checkbox"/> Swimming Pool Inspection Report	<input type="checkbox"/> Engineer's Details (please specify in comments section)	<input type="checkbox"/> Insurance Certificate (please specify in comments section)
<input type="checkbox"/> Building Permit Only (no plans) (please specify in comments section)	<input type="checkbox"/> Planning Decision Documents (please specify in comments section)	
Comments:		

## Applicant Details

Applicant Name:	
Address:	
Suburb:	Postcode:
Email Address:	Phone Number:
<i>Note: If the Applicant is not the owner of the property, authorisation from the owner must be attached.</i>	

**Preferred method to receive plans:** (please select) ☐ Email ☐ Collect from Civic Centre

## Owner Details

Owner Name:	
Street Address:	
Suburb:	Postcode:
Email Address:	Phone Number:

### I confirm:

- I am the owner of the property or an authorised person to act for the owner(s)
- I am aware that this request will take up to 10 working days to process and whilst every effort is made to obtain the required plans / documents, the City of Wanneroo cannot guarantee availability or the quality.

Owner/Applicant Signature:	Date:
*If you are not the owner please ensure a letter of authorisation or signed Offer & Acceptance is attached.	

### Disclaimers:

- In line with the City's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the City as the form and any supporting documents will not be returned. The City accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the City.
- This information sheet is produced by The City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of July 2019 and prone to alteration without notification.