

Request for Copies of Building Plans Application Form



Complete and return this form to city@subiaco.wa.gov.au. Once received, the City will contact the nominated applicant to arrange payment of the applicable archival search fee.

Archival search fees are as follows:

- Single residential: **\$55.50**
- Commercial / Industrial / Apartments: **\$133.20**

Please note:

- In the event that no plans are located for this property or that the copies are not clear due to deterioration of the original documents, the cost of the search **will not be refunded**.
- The City cannot guarantee the content or completeness of any plans found.
- Upon receipt of payment, the City will commence a search for any approved building plans held on file. **Please allow up to ten (10) business days for this process.**
- All correspondence in relation to this application will be electronic, including the provision of plans.

Property Details					
Unit No:		Street No:		Lot No:	
Street Name:					
Suburb:					
Applicant Details					
Name:					
Address:					
Email:					
Phone:					
Signature:			Date:		
Property Owner Authorisation					
Name:					
Address:					
Contact:					
Signature:			Date:		
Authorisation Form Attached:	Yes	No			

Terms and conditions:

- I will indemnify the City of Subiaco against any claims against the City arising under the Copyright Act in connection with the City providing a copy of the plans.
- If the building forms part of a strata, duplex, or similar arrangement – I will obtain written consent from the strata corporate body or the relevant individual owner(s).

Version: August 2025