

Request for Copies of Building Plans Application Form



Complete and return this form to: city@subiaco.wa.gov.au. Alternatively, hand-deliver or Post to: **Level 2, 388 Hay Street, SUBIACO WA 6008**. 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: July 2026