

# Request for copy of Building Plans

## Effective 1 July 2025

To obtain a copy of the plans, please complete this form in full and return it to:

**City of Joondalup, PO Box 21, Joondalup WA 6919** or alternatively or email [info@joondalup.wa.gov.au](mailto:info@joondalup.wa.gov.au)

Many of the City's older building plans have been stored on Microfiche.

**Please note:** The quality of the originals may have deteriorated or may not be available. Conditions apply – see over.

<b>Please complete the following particulars for the property relating to the plans which are to be copied:</b>					
House number:	Lot number:		<input type="checkbox"/> Duplex or <input type="checkbox"/> Strata (see over)		
Street:					
Suburb:			Postcode:		
<b>Please indicate which plan/s you require to be copied. Each set of plans copied will be charged the relevant fee: eg. house and swimming pool = two plans therefore if full sets are requested it will cost \$147.00.</b>					
<input type="checkbox"/> Original house	OFFICE USE	<input type="checkbox"/> Pergola/gazebo	OFFICE USE	<input type="checkbox"/> Warehouse	OFFICE USE
<input type="checkbox"/> Additions	OFFICE USE	<input type="checkbox"/> Patio	OFFICE USE	<input type="checkbox"/> Units	OFFICE USE
<input type="checkbox"/> Garage/shed	OFFICE USE	<input type="checkbox"/> Swimming pool	OFFICE USE	<input type="checkbox"/> Office/shop	OFFICE USE
<input type="checkbox"/> Factory	OFFICE USE	<input type="checkbox"/> Retaining wall	OFFICE USE	<input type="checkbox"/> Other	OFFICE USE
<b>Copies of building plans (digital copies)</b>			<b>Quantity</b>	<b>Fee/copy</b>	<b>Cost</b>
Residential (site, floor and elevation)				x \$73.50 per license/permit	
Residential - one plan only (Please tick <input type="checkbox"/> Site plan or <input type="checkbox"/> Floor plan)				x \$33.70 per plan	
Commercial/Mixed Use (Site plan, Floor plan and Elevations)				x \$103.80 per license/permit	
Commercial/Mixed Use - one plan only (Please tick <input type="checkbox"/> Site plan or <input type="checkbox"/> Floor plan)				x \$38.70 per plan	
			<b>Total =</b>		
<b>Owner's details (Owner's signature authorises nominated applicant to obtain copies of plans):</b>					
Name/company name:			Contact phone number:		
Street:					
Suburb:			Postcode:		
Owner's signature:			Date:		
<b>Applicant's details:</b>					
Name/company name:			Contact phone number:		
Postal street:					
Suburb:			Postcode:		
<b>Please tick delivery method (Choose one):</b>					
<input type="checkbox"/> Applicant's address (as above)		<b>OR</b>	<input type="checkbox"/> Email address:		

All plans provided will be digital. If printed copies are required, these will be charged in addition to the above fees in accordance with the City's adopted Schedule of Fees and Charges. Printed plans are provided in A4 or A3 only.

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## Conditions

1. If you are not the owner of the above mentioned property, please be advised that the owner's authorisation (signature) is required for the release of the plans.
2. Plans prior to 1970 may not be available.
3. Every effort will be made to obtain copies of the plans. However if the plans are not available or the copies are not clear, the search cost of the request for copies of building plans will not be refunded.
4. If the building forms are a part of a strata, duplex or any non-green title lot etc. consent from the strata corporate body or individual owners is required.
5. This process can take up to ten working days.
6. The City will provide the plans to the best of its ability. However it cannot guarantee the quality of the print as the original plans may be subject to fair wear and tear, blurred print etc.
7. Incomplete forms will be returned.
8. Full payment is required upon request for copies of building plans.
9. If the owner is a company name, legal written authorisation is to be included.

### I accept the above conditions

Owner's signature:	Date:
Applicant's signature:	Date:

### Authorisation to obtain plans (Strata/Duplex)

I/we	of
authorise the above mentioned applicant to obtain plans as requested.	
Owner's signature:	Date:

### OFFICE USE

Customer Care Officer officer:	
Receipt number:	Date:

# Credit Card Authorisation

This form is to be completed by the card holder, or designated officer of the City if received over the phone.

<b>Card Holder Authorisation</b>																				
I hereby authorise the City of Joondalup to debit the credit card identified below. For the amount of \$ _____ (total amount due) I acknowledge that a declined payment may instigate collection proceedings by the City of Joondalup.																				
<b>Purpose of Payment</b>																				
Property Number (if applicable):																				
<b>Personal Details</b>																				
Name:																				
Address:																				
Billing Address (if different from above):																				
Phone:																				
Signed: (to be signed by a City of Joondalup Officer if telephone authorisation)																				
Cardholder Signature:	City of Joondalup Officer Signature:																			
Date:																				
<b>Credit Card Information</b>																				
Credit Card Number: <table><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table>						-					-					-				
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Expiry Date: <table><tr><td></td><td></td><td>/</td><td></td><td></td></tr></table>			/			Credit Card Type: <table><tr><td><input type="checkbox"/> Visa</td><td><input type="checkbox"/> Mastercard</td></tr></table>	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard												
		/																		
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard																			
Name on Card:																				
Signature: (leave blank if received over the phone)																				

<b>Office Use Only</b>	
Received by:	
Authorised by:	Signature:
Date:	Invoice Number: (if applicable)