



## 2. Property Details

Lot No.

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Street No.

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Street


State

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Postcode

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## 3. Document Details

Please tick as appropriate and provide details where requested (for example year of licence / document if known, type of building etc.).

- Copy of Public Building Certificate
- Copy of Occupancy Permit – Strata / Strata (Form 7)
- Copy of Occupancy Permit / Certificate of Classification
- Copy of Home Indemnity Insurance Certificate (applicable to single dwellings / residential apartment buildings or three (3) stories or less)
- Copy of Building Permit / Licence

Date/s	
Type of building	
Other Details	

- Copy of Sign Licence

Date/s	
Type of Sign/s	
Other Details	

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## 4. Document Details Continued

Copy of Planning Approval

Date/s	
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Current Planning Approval  Yes  No

Specific Planning Details	
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Past/Historical Approvals  Yes  No

Specific Planning Details	
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Copy of Committee /Council Reports or Minutes

Date/s	
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## 5. Ownership Details

- I **am** the current owner of the subject property (suitable proof of identity will be required, e.g. Driver's Licence).
- I **am not** the current owner of the subject property and have attached written authorisation from the owner(s) allowing the following person(s) to receive and view digital copies of the plans.
- I **have** included owners permission / my identification with this application.

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## 6. Fees & Charges

A \$111.00 applies for the original document requested.

An **additional \$17.00** fee will be charged for each **additional** document requested thereafter.

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## 7. Payment details

Please indicate your preferred payment method:

- Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- Cheque (made payable to the City of Perth)
- Electronic Funds Transfer (EFT)

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### Electronic Funds Transfer:

A/c Name: City of Perth Municipal  
ABN: 83 780 118 628  
Bank: CBA  
BSB: 066 000  
A/c No: 12320211  
Reference: Property Address # (not the ONLINE payment reference)

Email transfer receipt to: [dau.inbox@cityofperth.wa.gov.au](mailto:dau.inbox@cityofperth.wa.gov.au)

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## 8. Applicant Authorisation

By ticking this box, I confirm that:

- In the instance where the requested information/documentation is not located, fees are non-refundable.
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- I also confirm the information I have provided in this form is accurate.

Signature \_\_\_\_\_

(For hardcopy submission only)

Date

(DDMMYYYY)

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Response Time: 7 working days from date of receipt.

**This form is available in alternative languages and formats on request**