

Copy of Plans/Approvals Information Sheet

Background

The City has over 11 million documents relating to the properties within the City of Stirling boundaries. The City has records of plans, approvals and permits dated back to the 1970s.

All documents prior to 2005 are stored offsite and will need to be ordered in to facilitate the copy of plan requests.

What types of documents can I request?

With the authorisation from the owner(s), the City can provide a copy of the following documents of a specific property:

- Planning/Development Application with associated plans
- Building Permits with associated plans
- Home Indemnity Insurance Certificate

The City offers three options for a request for Copy of Plans/Approvals:

- A copy of the latest Permit(s)/Approval(s) detailing site plan, floor plans, structural and elevations of the main dwelling (Default)
- A copy of specific permit(s)/approval(s)
- All archived permits/approvals with associated plans

How long does it take?

An administration check will be carried out upon receipt of the application form. You may be asked to provide more information before the application is accepted and lodged.

Once the application is accepted and lodged, the City can provide a copy of the requested plans and approvals within 10 working days. An additional 5-10 working days may be required if all archived associated permits/approvals are requested.

What documents do I need to submit a Copy of Plans request?

To submit a request for Copy of Plans, Permits/Approvals, please include the following documents in your submission:

- Application Form (included in this document)
- Payment Upfront
- Owner Authorisation
 - If the subject property forms part of a strata lot or a grouped dwelling AND you request a copy of plans for the entire complex, consent from strata corporate body or individual owners will be required.
 - If the subject property is owned by a company, a written authorisation from the representative of the company will be required.

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How do I receive the requested documents?

The City provides the requested documents via email with a OneDrive link. Please note the provided link cannot be forwarded to another person as they will not be able to access the files.

How do I lodge a request for Copy of Plans/Approvals?

The request for Copy of Plans/Approvals can be lodged via one of the below options:

Lodgement Method	Payment Method
Online at the City of Stirling website Request for Copy of Plans	Through City's Online Services via the Payment Gateway at the end of your online lodgement
In Person at the City's Administration Centre at 25 Cedric Street, Stirling	Upfront with Cash or Credit Card at City's Administration Centre
A hard copy via post/courier	A separate Credit Card Form is required to be included in the submission. Receipt will be emailed to the applicant

ADDRESS OF PROPERTY TO BE SEARCHED

Lot No:		House/Street No:		Location No:	
Street name:			Suburb:		
Is the property on a corner block? <input type="radio"/> Yes <input type="radio"/> No					
If the property is a strata/block of units, when facing the dwelling, please select the location:					
Front <input type="radio"/>	Rear <input type="radio"/>	Left Side <input type="radio"/>	Centre <input type="radio"/>	Right Side <input type="radio"/>	
Approx. year of construction (Please note that plans prior to 1970 are not available)					

APPLICANT DETAILS

Name(s):	
Email:	ABN (If Applicable):
Phone: Work: Home: Mobile:	Address:
<i>If the applicant is not the owner of the property, the owner's authorisation below is required for the release of documents.</i>	
Original Signature(s):	Date:

OWNER'S DETAILS - Attach a separate sheet where there are multiple owners

Name(s):	
Original Signature(s):	Date:

COMMENTS

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In completing these fields, I am providing authorisation to the above applicant to order the documents on my behalf.

REQUEST TYPE

<input type="checkbox"/>	Building or Demolition Permit, Development Approval and Plans or Associated Documents – Single Residential Dwelling - Fee payable: \$100.00 (including GST)
<input type="checkbox"/>	Building Permit and Plans – Shopping Centre - Fee payable: \$150.00 (GST exempt) \$150 application fee for the first permit and associated plans plus an additional \$30 is payable for each additional permit sought with a maximum fee payable of \$300.
<input type="checkbox"/>	Building Permit and Plans – Commercial Applications (warehouse, service station, public building or the like) - Fee payable: \$150.00 (GST exempt) per application.
<input type="checkbox"/>	Building Permit and Plans – Multiple Residential Dwellings (excluding apartments buildings, residential care homes or the like) - Fee payable: \$100.00 (GST exempt) \$100 for the first dwelling and an additional \$30 is payable for each additional dwelling with a maximum fee payable of \$190.
<input type="checkbox"/>	Development Approvals - Fee payable: \$100.00 (including GST)
<input type="checkbox"/>	Home Indemnity Insurance Certificate - Fee payable: \$33.00 (including GST)
<input type="checkbox"/>	Permit Only – Fee payable: \$33.00 (including GST)

Terms and Conditions:

- 1. I acknowledge that I am responsible for any copyright implications arising from the reproduction of plans provided by the City of Stirling.*
- 2. If the building forms part of a strata, duplex or any non-green title lot, consent from strata corporate body or individual owners is required.*

Disclaimer:

Every effort will be made to obtain and provide copies of plans and/or approvals, however if the plans and/or approvals are not available or the copies are not clear due to deterioration of original documents, the full cost of the search will not be refunded.

In these cases, a non-refundable research fee of \$30.00 will be retained by the City.

Further Information:

- This form can be lodged and paid for online (credit card or BPAY) via the Request for Copy of Plans online service.
- All online Request for Copy of Plans and/or Approvals will be emailed.
- The processing of this request can take up to 10 working days to complete.

Reviewed 03 July 2025