



# Development Services – Planning and Building Service Request

Thank you for bringing this matter to the City's attention. To ensure that this matter is appropriately investigated, please complete all sections of this form and return it to the City by one of the following methods:

<b>POST:</b>	<b>Development Services City of Stirling 25 Cedric Street STIRLING WA 6021</b>
<b>EMAIL:</b>	<b>development@stirling.wa.gov.au</b>
<b>FAX:</b>	<b>(08) 9205 8822</b>
<b>IN PERSON:</b>	<b>City of Stirling Administration Centre 25 Cedric Street STIRLING</b>

Please contact the City on (08) 9205 8555 should you require further information about lodging the service request form.

**Please note:**

The City receives a large number of requests for service relating to various matters, and these are dealt with in order of receipt or priority as determined by the City.

Investigations are evidence based and may take time to resolve.

**If a service request is deemed to be a civil (private) matter** (e.g. dividing fence, damage to private property or tenancy disputes), **mediation services may assist you to reach a resolution**. Mediation and legal advice is available from the Citizens Advice Bureau (08) 9221 5711 or Legal Aid WA (08) 9261 6222. The Magistrates Court (08) 9425 2222 should be contacted for information about civil legal proceedings.

Note: Anonymous requests will only be investigated in **exceptional** or **emergency** circumstances.



# Development Services – Planning and Building Service Request

## YOUR DETAILS

Mr      Mrs      Ms

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone:      (H) \_\_\_\_\_      (W) \_\_\_\_\_

(Mob) \_\_\_\_\_

Email Address: \_\_\_\_\_

## ADDRESS OF OFFENDING PROPERTY

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**Prior to investigating a request, the City expects that an individual has made reasonable efforts to resolve the issue/s themselves, unless there is a justifiable reason why this cannot occur.**

Have you attempted to resolve this matter? (Please circle) YES/NO Please describe circumstances

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## TYPE OF REQUEST (please tick)

PLANNING AND BUILDING	
Business from Home	
Commercial Vehicle Parking	
Dangerous or Unsafe Buildings	
Overlooking / Privacy Issue	
Departure from Approved Plans	
Swimming Pools / Spa – Barrier	
Unauthorised Structures	
Unauthorised Signage	
Unauthorised Land Use	
Unauthorised Cut and/or Fill	
Other	



# Development Services – Planning and Building Service Request

## Describe the nature of the service request

[Please attach photographs or other relevant documentation to support your service request]

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## What impact does the matter have on you?

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## What outcome would you like to see from this service request?

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I wish to lodge a Service Request in relation to the matter outlined above.

Please note:

- (1) The City of Stirling is subject to the *Freedom of Information Act, 1992*.
- (2) If legal proceedings are initiated by the City, you may be required as a witness and give evidence in Court.

Signed \_\_\_\_\_

Date \_\_\_\_\_