

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.

How much does it cost?

Types of Documents	Fee Payable
Building Permits and Plans – Residential Unit	\$80.00 including GST
Building Permits and Plans – Commercial / Dwelling within a complex of more than 3 units	\$120.00 including GST
Planning / Development Approvals	\$80.00 including GST
Home Indemnity Insurance Certificate	\$73.00 including GST

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.

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

Request for Copy of Plans/Approvals – Application Form

Address of Property to be Searched	
Lot No:	House/Street No:
Street Name:	Suburb:
If the property is a strata/block of units, please tick the dwelling location below: <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Left Side <input type="checkbox"/> Centre <input type="checkbox"/> Right Side	Approximate year of construction: <i>(Please note that plans prior to 1970 are not available)</i>

Applicant Details	
Name:	
Address:	Postcode:
Phone:	Email:
Signature:	Date:
<i>If the applicant is not the owner of the property, authorisation from the owner is required below for the release of documents.</i>	

Owner Details	
Name:	
Signature:	Printed Name and Title: <small>(Company Representative Only):</small>
	Date:
<i>In completing these fields I am providing authorisation to the above applicant to order the documents on my behalf.</i>	

Request for Copy of Plans/Approvals – Application Form

Requested Documents	Building Permits and Plans	Planning/Development Approvals	Home Indemnity Insurance Certificate
Single Residential*	\$80.00 including GST	\$80.00 including GST	\$73.00 including GST
Commercial / Dwelling within a complex of more than 3 units*	\$120.00 including GST	\$80.00 including GST	\$73.00 including GST
<i>* The latest Permit(s)/Approval(s) detailing site plan, floor plans, structural and elevations of the main dwelling</i>			
Additional Options			
Specific Permit(s)/Approval(s)** <i>Please specify the City of Stirling's permit/application number</i>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
All Archived Permits/Approvals with associated plans**			
<i>**No additional fee will be incurred however it may take an additional 5-10 working days to process.</i>			
Comments			
<p><i>To better assist the City to locate the information you require, please specify the reason for your request and let us know if you are looking for any specific information.</i></p>			

Terms and Conditions:

1. I will indemnify the City of Stirling against any claims against the City arising under the Copyright Act in connection with the City providing a copy of the plans.
2. 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 the original documents, the cost of the search **may not be refunded.**

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