APPROVAL SERVICES

INFORMATION SHEET

SPECIFIC DOCUMENT SEARCH REQUESTS

(For properties located within the City of Perth)

CITY of PERTH

Current July 2012

What is a Specific Document Search ?

A *Specific Document Search* extracts information from the City of Perth's files relating to the issue of Building Licences/Planning Approvals. For example:-

- Date a Building License/Planning Approval was issued;
- Estimated cost of the construction;
- Name of Builder;
- Copies of Building Licence/Planning Approval or Certificate of Classification/Occupancy Permit etc.

A Specific Document Search does not include retrieval and viewing of any plans.

To request this additional service, an application for an 'Archive Search' should be conducted. Please obtain the information sheet entitled 'Archive Plan Search Requests' for further information.

How to Request a Specific Document Search

If your property is located within the City of Vincent, Town of Cambridge or Town of Victoria Park, please contact those authorities directly.

If your property is within the City of Perth, simply complete the 'Specific Document Search Form' and forward the form, along with the fee of $95 per property, to the address below. Please note an additional $15 fee will be charged for each additional document requested thereafter.

Within 7 working days of receiving your application, the requested information will be researched and a letter of reply mailed to your address. Please note that the City of Perth cannot guarantee that the requested information is available and in the instance that your search is unsuccessful, **the application fee is non refundable.**

Need more information?

Should you require more information or need assistance in completing the 'Specific Document Search Form' please contact the City's Approval Services Unit on
(08) 9461 3364.