



# City of Canning

## Archival Search for Planning Records

### Planning Records

Planning records\*, when held by the City, are available to the owner of any property in the City of Canning. Agents for the owner must supply the owner’s written authority giving them permission to access the records.

\*Please note that this application is a search for Planning records only, not building approval records. Planning records, if available will consist of any Development Approvals (DA's) plans & documents for the property in question. If you require copies of any building approvals, then please complete the 'Archival Search for Building Records' application form.

### Fees

The City of Canning will make every effort to obtain copies of the planning records within five to ten working days, however if plans are not available or are not legible the cost of the Archiving Search will not be refunded. Please refer to the Planning Fees Schedule on our public [website](#) for a list of our current fees. \*\*

\*\* Fees are due before the search is carried out. The results of the search will be emailed to the applicant unless we have been advised otherwise. If you require printed copies of the search results please note that the initial application fee only covers the cost of the search and the first five pages printed. Any additional pages (sizes A4 & A3) are charged at \$3.00 per page for black & white copies and \$5.00 per page for colour copies.

### Strata Title

If the property is held in the form of a Strata Title then the signature/seal of the Secretary of the Body Corporate or Managing Agent will be required. If this is not available, the signatures of all owners involved in the Strata Subdivision will be required.

Request for Plan Search	
Property Address	
Applicants Name	
Postal Address	
Contact Phone Number	
Email Address	
How would you like to receive the plans?	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Will collect <small>(we will advise you when ready to collect.)</small>
Approximate Age of Property	
Please explain briefly the reason you are requesting the search. <small>(This information will assist with determining if this type of search is suitable for your purpose)</small>	
Applicants Signature	
Owners Name <small>(mandatory)</small>	
Owners Signature <small>(mandatory)</small>	



## Lodgment of Archival Search for Planning Records Application form & Payment

Please email this completed application form to [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)

If you wish to pay by Credit\* or Debit card we will email you upon receipt of this completed application form with details on how to make payment.

Alternatively you may post us the completed application form with a cheque or make payment by cash at our administration office.

Please note that fees and charges may be subject to change and that any plans provided may not be to scale.

Office Use Only	
Date Received	
Application No.	55/
Acknowledgement email sent?	Yes      No
Amount Received	\$
Receipt Number	

Description	Application No	Year

Records	
Received	
Doc ID	
File	
Street	
House No	
Lot No	
CM	
F & CS	
CS	
S & RS	
E & TS	