

ARCHIVE SEARCH PROCESS

The City of Vincent has a procedure in place when a Customer requests a search for approved plans for a specific property. This type of request is known as an Archive Search Request. Below are some frequently asked questions and associated answers.

➤ **What types of Archive Searches are available?**

The types of Archive Search requests and associated costs as at 1 July 2016 are as follows:

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|--|
| ➤ City of Vincent Search Only (1993 to current) |
| ➤ City of Vincent & City of Stirling combined Search |
| ➤ City of Vincent & City of Perth combined Search |

➤ **What will an Archive search cost?**

[Please see 2016/2017 fees and charges](#)

➤ **What will an Archive Search provide?**

An Archive Search **may** produce information relating to various approved and issued Licences (Building Licences, Demolition Licences and Sign Licences) as well as Strata Certificates.

➤ **What won't an Archive Search find?**

- ◆ Any Building Refusals, Cancelled or Withdrawn Licences;
- ◆ Any Planning Approvals, Refusals and associated information
(*unless the Planning information is included with the approved Building Licence*);
- ◆ Subdivision/WAPC Approvals, Refusals and associated information.

➤ **When was the City of Vincent created?**

The City of Perth split into four (4) Councils on 1 July 1994, one of which is the City of Vincent. As such, the City of Vincent holds any Building Approvals from 1 July 1994 onwards with some 1993 files (but not all).

➤ **When did City of Vincent take over certain areas of City of Perth?**

As stated above, the City originally separated from City of Perth in 1994 and took a portion of City of Perth at that time. Again on 1 July 2007, the City obtained a further portion of land from the City of Perth.

➤ **Who holds old (ex) City of Perth Approvals?**

The City of Perth has an independent contractor who stores all the building archival records related to properties that were previously under City of Perth's jurisdiction but now fall under the City of Vincent's jurisdiction. Although the contractor holds the plans in archive, City of Perth are considered the custodians of any documents received and/or issued by them.

➤ **When did City of Vincent receive certain areas of City of Stirling?**

As at 1 July 2007, the City obtained a small area of the City of Stirling. The City of Stirling has passed all the relevant approved Planning and Building archival records to the City of Vincent.

➤ **How do I obtain archive documentation?**

You are required to complete the Archive Search Request form and return it to the City of Vincent. If you wish to conduct an Archive Search of all records (both City of Vincent and City of Perth), you will need to lodge an Archive Search Request through and pay the relevant fee to the City of Vincent.

Note:

Customers cannot go directly to City of Perth or City of Stirling as those properties are now under the City of Vincent's jurisdiction.

➤ **Do I need the Owner(s) Consent before I can request an Archive Search?**

Yes. If you are not the current Owner of the land and wish to conduct an Archive Search, then you are required to obtain the Owner's consent/authorisation in writing.

➤ **What are acceptable forms of Consent?**

- a) Completion of the 'Authorisation Form' on the reverse of the Archive Search Request form **or**
- b) Letter from the current Owner authorising a specific person to 'view and obtain copies of the approved building plans relevant to the subject property' **or**
- c) If a Power of Attorney is in place, then a copy of the full Power of Attorney document will be required **or**
- d) Copy of Strata/Body Corporate Meeting authorising the Strata Manager to do an Archive Search to 'view and obtain copies of the approved building plans relevant to the subject property' **or**
- e) If Settlement has recently effected and the City of Vincent's records do not reflect this (i.e. the City is unaware of a change of ownership), then a copy of the letter from the Settlement Agent is required. This letter is to confirm that Settlement has effected on a specified date and state the names of the new Owners of the land.

➤ **How long is the Archive Search process?**

The Archive Search process takes approximately ten (10) working days to complete. A twenty-four (24) hour search facility is available at an increased cost.

➤ **Will all the information be located? If not, will my money be refunded?**

Please note that on some occasions the City has not been able to locate any records or information that a Customer has requested for the relevant property. Should this happen, please be advised that the Archive Search fee is **non-refundable**. A disclaimer to this effect is noted on the Archive Search Request form.

➤ **Once searched, how do I obtain copies of the archive information?**

- ◆ Once the City has located/received the associated Archive documentation, the Building administration staff will contact the applicant (via telephone or email) and advise them accordingly of when the records are available for viewing.
- ◆ Please note that the City does not automatically mail out the archival records.
- ◆ It is the City's procedure that the Customer comes into the City and views the records and identify that the records are for the correct property and determine what records they require to be photocopied.
- ◆ If the Customer requires copies, then photocopying charges will apply.

➤ **What costs are involved for Photocopying?**

The charges will vary depending upon the size of the documentation. For example; A4, A3 will cost less than the larger A0 plans etc. The archival records cannot be removed from the City of Vincent, as they are the property of the City of Perth and/or City of Vincent.

➤ **Where do I view the Archive Plans?**

The archival records can be viewed at the below address and a Customer Service Officer will assist you.

*Customer Service Centre: 8am to 5pm, Monday to Friday
Administration and Civic Centre
City of Vincent
244 Vincent Street Corner Loftus Street
LEEDERVILLE WA 6007*

➤ **How long is the Archive information held at the City of Vincent?**

- ◆ The City will hold the Archive Search records for a maximum of four (4) weeks from notification to the Customer.
- ◆ Once the Customer has viewed the archival records, the documentation will be returned to archiving, unless you have specifically requested for them to be held for a further time frame.
- ◆ If the archival records are not viewed within that four (4) week period, the documentation will be returned to Archiving.

➤ **Can I request the Archive documentation to be held for a certain timeframe?**

- ◆ Yes. If you request the Archives to be held, they will be held for a maximum of four (4) weeks from the date you request it. After which point they will then be returned to archiving.
- ◆ If you do not request for the archival records to be held, they will returned to archiving as soon as they have been viewed and you will incur costs to retrieve the Archives again.

Should you have any further enquiries, please do not hesitate to contact me on 08 9273 6051.