



Shire of Derby / West Kimberley

Request for Plans

Please read carefully all information provided below:

1. One form must be completed per property.
2. The payment of the \$90.00 fee includes 15 x A3 and 10 x A4 copies (additional copies will be charged at a rate as per current 2025/2026 Fees and Charges). This payment is compulsory and must be made in full at the time of application before the information will be sought or copied.
3. Please specify the type of information you require to avoid unnecessary photocopying, paper usage, costs and irrelevant information.
4. Duplication of plans larger than A3 size will be in A3-sized portions.
5. Permission from the owner must be sought via written correspondence with attached proof of identity or signature thereof in the relevant owner section.
6. Should the information not be available, the costs will be attributed towards the time spent searching. Fees are non-refundable.
7. Requests may take up to 10 working days from the time the fee is paid (and remittance provided) once request has been submitted. Completed requests can be submitted to sdwk@sdwk.wa.gov.au or in person at the Shire Administration Office, 30 Loch Street, Derby WA.

Property

Owner details and signature must be completed if different from the applicant

Assessment Number:			
Lot Number:			
Street Number:		Unit Number:	
Street Name:		Suburb:	

Use of Information

Copies of the above information is required for the purpose of:

	Alterations/Extensions
	To provide a copy to a prospective purchaser or real estate agent
	Other (please provide details):

Select one or more of the following:

Provision of copies of plans which have been lodged with Council for approval to construct buildings on the property.

	Site Plan
	Structural Plans
	Floor Plan/s
	Septic Plan

Please note: The Shire does not have copies of sewer and water lines. The Water Corporation will need to be contacted to obtain these.

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



Shire of Derby / West Kimberley

Delivery Method

	Collection from Shire of Derby/West Kimberley Administration Office, 30 Loch Street, Derby
	Mail to:
	Please scan & email (limited to A4 & A3):

Applicant Details

Owner details and signature must be completed if different from the applicant

Applicant name (please print):	
Postal Address:	
Contact phone no.	

I acknowledge that I am not the owner of the copyright of any plans and that I am not entitled to make or provide any copies to any other person. I confirm that if the Shire of Derby/West Kimberley provides copies of plans to me I will not use them for any other purpose other than that as set out above and that they will not be used in respect of any other property.

Signature:		Date:	
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Owner/s' Details

Proof of identity required (Certified copy of Driver's licence or passport must be provided)

Owner name (please print):	
Postal address:	
Contact phone number:	

I confirm that if the Shire of Derby/West Kimberley provides copies of plans to me I will not use them for any other purpose other than that as set out above and that they will not be used in respect of any other property.

Signature:		Date:	
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SHIRE OFFICE USE ONLY

Date of request:		Prelim. Assessment:	Plans on file: ☐ Yes ☐ No
Receipt date:		Receipt #:	
Date provided to Applicant:		Central Records Registration No:	

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Privacy Collection Notice: The Shire of Derby West / Kimberley collects your personal information on this form to process your application, deliver services, and perform our statutory functions under the *Local Government Act 1995* or related legislation. Your data is handled in accordance with the *Privacy and Responsible Information Sharing Act 2024*. Your personal information will only be disclosed to authorized officers or external bodies as permitted by law. You have the right to access and correct your personal information at any time.

If you choose not to provide the requested information, we may be unable to process your request.

To see our full collection notice and privacy statement visit www.sdwk.wa.gov.au. To request access to your personal information please contact the Corporate Services Team via email at sdwk@sdwk.wa.gov.au or phone (08) 9191 0999.

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