## How to download your development approval or building permit

All development approvals or building permits which have been lodged under your online account and granted by the Town of Victoria Park since 2013 can be viewed and downloaded.

To access, please follow the below instructions:

1. Go to the Town's website: https://www.victoriapark.wa.gov.au/Build-and-develop/Lodge-and-track-an-application/Track-an-application
2. Click on "Sign In"
3. Put in your Username/Customer and Password and click "Continue"
4. On the left column, click on "Web Services"
5. On the left column, click on "Online Applications"
6. On the left column, click on "Planning Application **300/2022** (i.e. for Application Number **5.2022.300.1**) or "Building Application **123/2022** (i.e. for Application Number **6.2022.123.1**) **in** the box, scroll down and click "Search"
7. When the application information is displayed, click on the Application Number i.e.. "**300/2022**" that is located above "Address", and in approximately one minute, full details of the application will display.   The determined documents will be listed under "Application Documents".
8. Double-click on the document hyperlink and it will open for you to print or save onto your device.

Please note: if the development approval or building permit was issued prior to 2013, or was not submitted via your online account, please lodge an archive plan search request (fees apply).  Further information is available from the Town's website at https://www.victoriapark.wa.gov.au/Build-and-develop/Request-plans-of-property

Enquiries: please contact the Town of Victoria Park (Urban Planning or Building service area) on (08) 9311 8111 during business hours or email admin@vicpark.wa.gov.au.

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