



BUILDING COMPLIANCE SERVICE REQUEST

Thank you for contacting the City of Cockburn Building Services with your enquiry.

Please provide as much information as possible on this Service Request form regarding your query, and return it to the City by any of the following methods:

- POST:** **Building Services
City of Cockburn
PO Box 1215
Bibra Lake DC WA 6965**
- FAX:** **(08) 9411 3333**
- EMAIL:** **compliance@cockburn.wa.gov.au**
- IN PERSON:** **City of Cockburn Administration Building
9 Coleville Crescent
SPEARWOOD**

TYPE OF COMPLIANCE ISSUE (please tick where applicable)

BUILDING		OTHERS	
Dangerous or Unsafe Buildings		Untidy Building Sites	
Retaining Walls		Shed / Toilet on Verge	
Swimming Pool / Spa		Work Affecting Other Land	
Pool Safety Barrier		Non-compliance with Approvals	
Incomplete Buildings		Stormwater	
Unauthorised Cut or Fill of Land		Miscellaneous	
Unauthorised Demolition			
Unauthorised Structures			
Unauthorised Internal Fit-Outs (Commercial / Industrial)			
Unauthorised Extensions / Alterations / Additions			

YOUR CONTACT DETAILS

Mr / Mrs / Ms / Miss / Dr (please circle)

Given Name: _____ Surname: _____

Address: _____

Suburb: _____ Postcode: _____

Email Address: _____

Telephone: (H) _____ (W) _____

(Mob) _____

PROPERTY RELATING TO YOUR ENQUIRY

Address:

Details of your enquiry and how the matter affects you

(Please attach 1 – 3 photographs to support your request, if applicable)

Please note:

As the City's Building Compliance team receives a large number of service requests relating to a range of issues, the order of the requests to be dealt with will be determined by the investigating officers.

In light that building compliance investigations are evidence based, it may take time for the City to determine an outcome.

If a service request is deemed a civil matter (e.g. damage to private property, dividing fence, or tenancy disputes), the Citizens Advice Bureau (9221 5711) may be of assistance to you. Alternatively you may consider contacting the Magistrates Court (9425 2222) for information on civil proceedings.

Your personal details will be kept confidential at all times. **However, you may be required to give evidence in court as a witness on behalf of the City if legal action is pursued.**

I confirm that I wish to lodge a Building Compliance Service Request in relation to the above-mentioned matter.

Signed: _____ Date: _____