


Lodging a Copy of Plans Application

1. Access the Portal via this [link](#) and login with your details




Log on using your details

User name or email address
| _____

Password

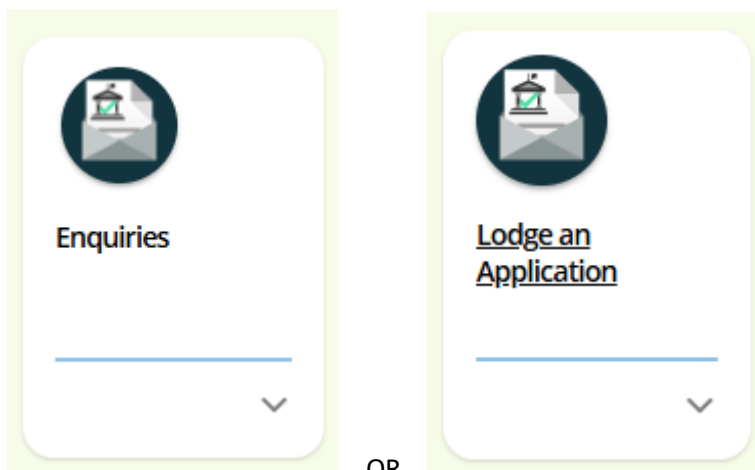
Log On

☒ Keep me logged on ☐ Accessibility Mode 

[Don't have an account?](#) [Forgotten password?](#)

[Terms and Conditions](#)

2. Click on the tile titled “Enquiries” (Note: This tile may be renamed to “Lodge an Application” in the coming weeks.)

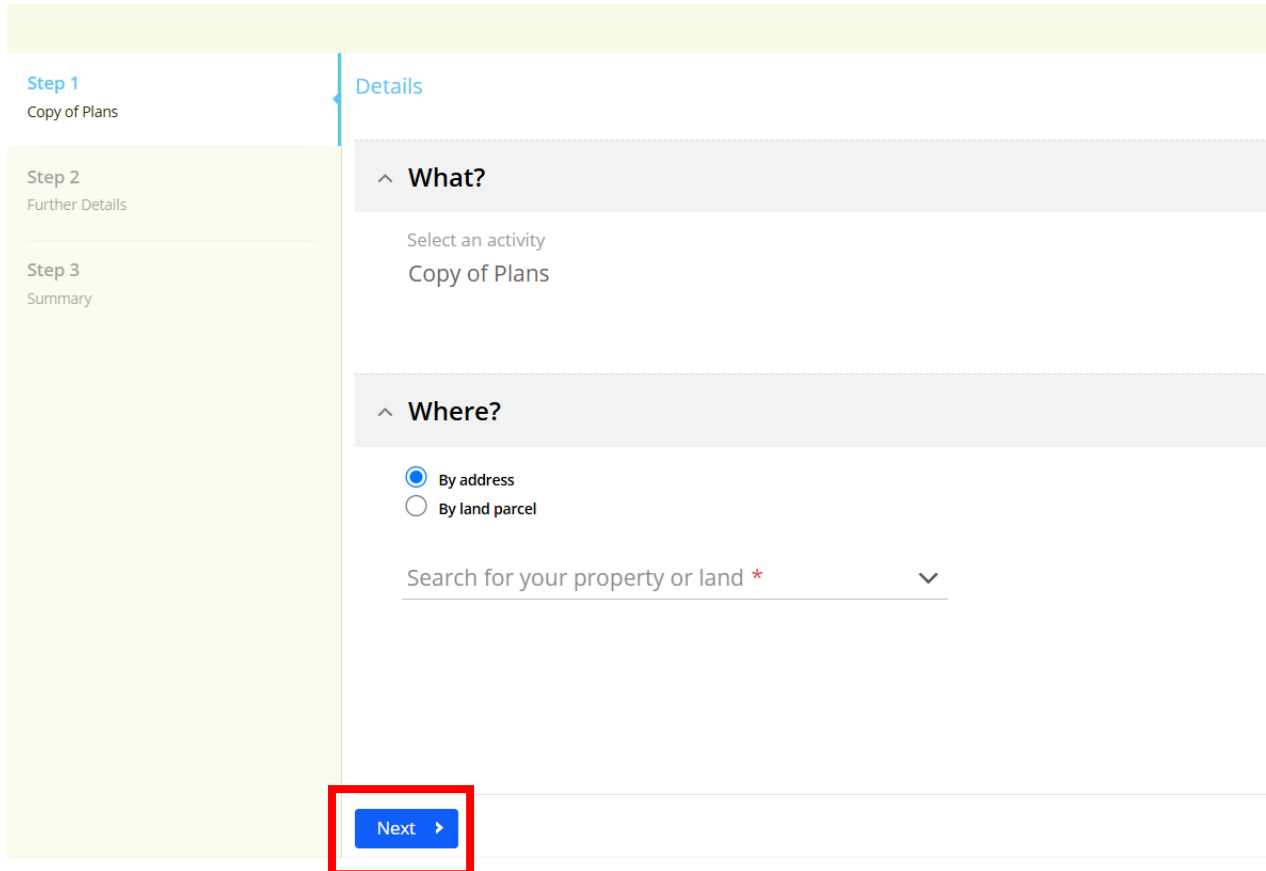


3. Click Start next to Copy of Plans.

Copy of Plans
Copy of Plans Request

Start

- Search for and select the relevant property address. A map will appear showing the selected property. Click Next. Note: A separate COP application must be lodged for each address.



Step 1
Copy of Plans

Details

What?

Select an activity
Copy of Plans

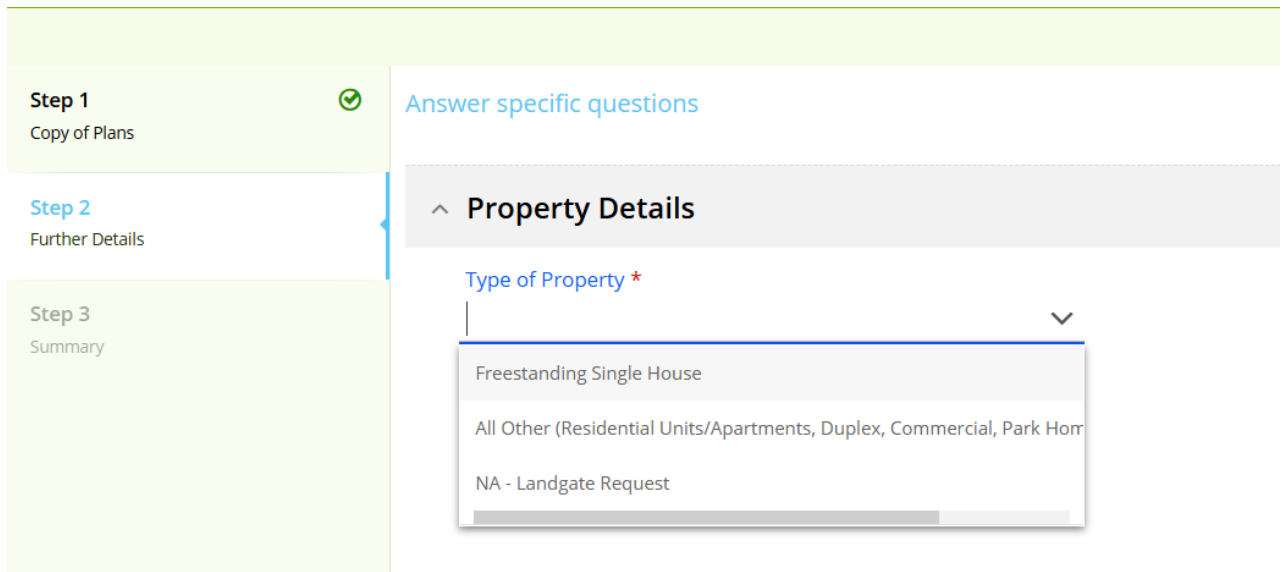
Where?

☒ By address
☐ By land parcel

Search for your property or land *

Next >

- Choose Application Type. Select either: Freestanding Single House or All Other (e.g. units, duplexes, commercial, etc.)



Step 1
Copy of Plans

Step 2
Further Details

Step 3
Summary

Answer specific questions

Property Details

Type of Property *

Freestanding Single House

All Other (Residential Units/Apartments, Duplex, Commercial, Park Home)

NA - Landgate Request

- Answer the remaining questions. Read and accept the terms and conditions. Click Next.

7. The applicable fee will be displayed and invoiced via email. Click Save and Continue.

Summary

Summary of Enquiry: Copy of Plans
Enquiry Date: 24/06/2025
3 Peel Street MANDURAH WA 6210

The following is a summary of applications to be lodged:

Copy of Plans
Activities: Copy of Plans, Copy of Plans Fee - Single House, Copy of Plans - Request Details, Copy of Plans - Owner Consent

Copy of Plans - **Permits & Licences**
Copy of Plans - Request Details - **Permits & Licences**

The following fees and charges apply:

Copy of Plans - Single House	\$ 115.00	(Tax: \$ 10.45)
Total	\$ 115.00	

You will need to provide the following details when you lodge your application:

Save and Continue

8. If you are the landowner, you are not required to attach any documents. Click 'Lodge and Pay Later' to submit the application.

Lodge and pay later More

Reference: Copy of Plans
266622 | 3 Peel Street MANDURAH WA 6210

Details
Ready To Lodge

Applications
1 application to lodge

Applicants
1 applicant

Attachments

Search

1 Attachment.

Owner Consent.pdf

Entity Type	Compliance Application	Attach
Date Created	24-Jun-2025	

9. If you are not the landowner, you must upload landowner consent:
- a) Click Attachments:

Reference: Copy of Plans
266622 | 3 Peel Street MANDURAH WA 6210

Details

Applications
1 application to lodge

Applicants
1 applicant

Other People
0 added

Fees
1 item

Attachments

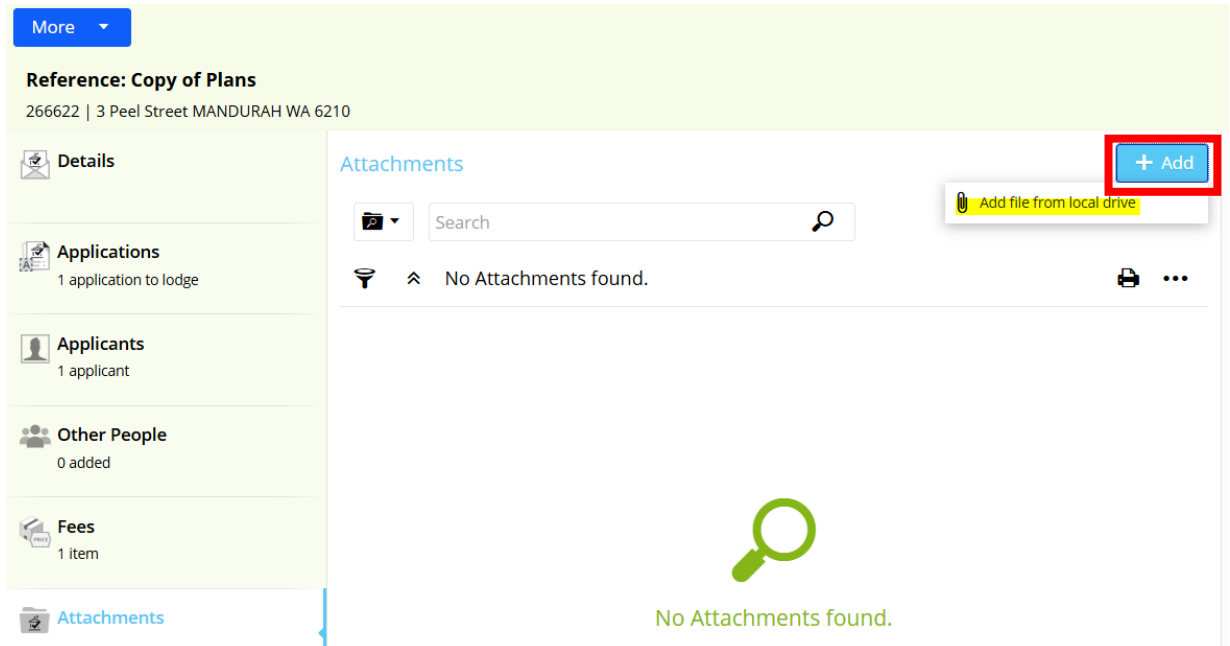
Search

No Attachments found.

+ Add

No Attachments found.

b) Click +Add and select Upload from Local File.



Reference: Copy of Plans
266622 | 3 Peel Street MANDURAH WA 6210

Details

Applications
1 application to lodge

Applicants
1 applicant

Other People
0 added

Fees
1 item

Attachments

Attachments

Search

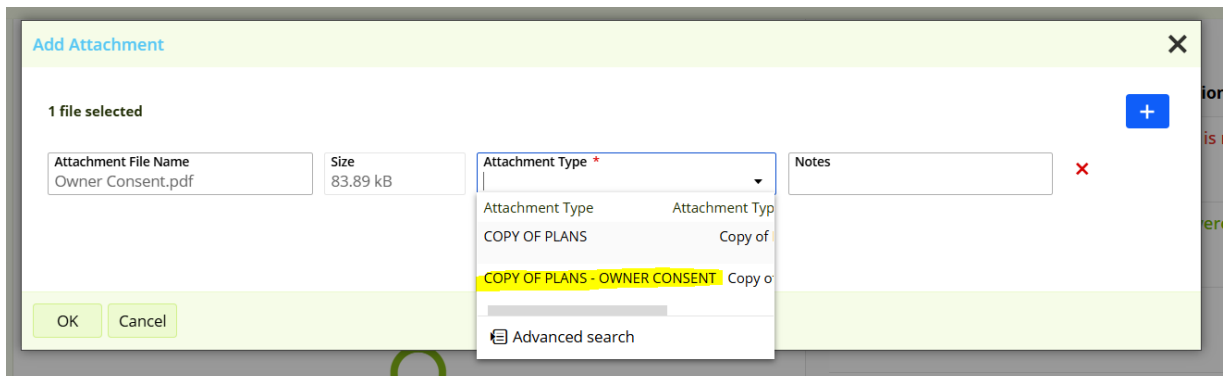
No Attachments found.

+ Add

Add file from local drive

No Attachments found.

c) Select the relevant file. For Attachment Type, select 'COPY OF PLANS - OWNER CONSENT'. Click OK.



Add Attachment

1 file selected

Attachment File Name: Owner Consent.pdf Size: 83.89 kB

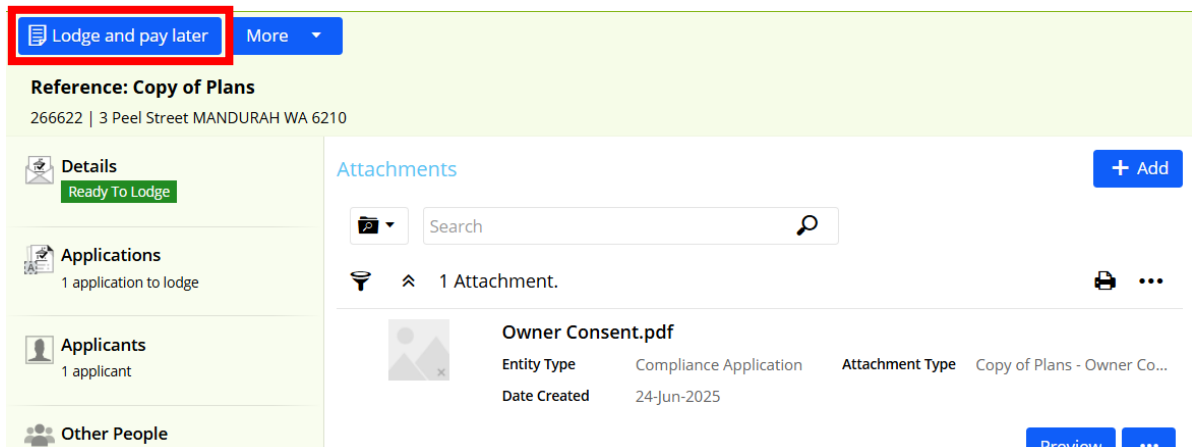
Attachment Type *

Attachment Type: COPY OF PLANS - OWNER CONSENT

Notes

OK Cancel

d) Once uploaded, you will be able to click 'Lodge and Pay Later'.



Reference: Copy of Plans
266622 | 3 Peel Street MANDURAH WA 6210

Details
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Other People

Attachments

Search

1 Attachment.

Owner Consent.pdf

Entity Type: Compliance Application Attachment Type: Copy of Plans - Owner Co...

Date Created: 24-Jun-2025

Lodge and pay later

+ Add

Preview

Note: if the 'lodge and pay later' button does not appear, you may not have attached the owner consent correctly. Refer to next steps for assistance.

10. If you do not see the 'Lodge and pay later' button at the top of the screen, your application is incomplete. Please check your attachment, by going to 'Attachments' and make sure the Attachment Type is 'Copy of Plans – Owner Consent'.

Reference: Copy of Plans
266622 | 3 Peel Street MANDURAH WA 6210

Details
Ready To Lodge

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1 application to lodge

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0 added

Fees
1 item

Attachments

Attachments

+ Add

Search

1 Attachment.

Owner Consent.pdf

Entity Type
Compliance Application

Date Created
24-Jun-2025

Attachment Type
Copy of Plans - Owner Consent

PDF

Preview

...

11. If you have selected the wrong one, click the three dots and select 'Edit Attachment Details'

Attachments

+ Add

Search

1 Attachment.

Owner Consent.pdf

Entity Type
Compliance Application

Date Created
24-Jun-2025

Attachment Type
Copy of Plans - Owner Consent

PDF

Preview

...

Download original

Edit attachment details

Delete

12. Select the correct Attachment Type and click Save.

← Attachments

Edit attachment

Cancel

Save

Name *

Owner Consent.pdf

Attachment Type *

COPY OF PLANS - OWNER CONSENT (Copy of Plans - Owner Co...

Date

24-Jun-2025

Extension

PDF

Connected Content

Registered