



Planning Search Request

NOTE: COUNCIL WILL ENDEAVOUR TO LOCATE PLANS AS REQUESTED, HOWEVER, YOU ARE ADVISED THAT THE SEARCH FEES ARE NON-REFUNDABLE IF FOR ANY REASON THE PLAN IS UNABLE TO BE LOCATED IN COUNCIL'S RECORDS.

Please allow 5 working days to complete your request

ADDRESS

Lot No: _____ House No: _____ Street/Road: _____

Suburb/Locality: _____

PLANS REQUIRED

Dwelling Additions

Other (Please specify) _____

PROPERTY BACKGROUND

Original Owner/s: _____

Approximate Year of Construction/s: _____

I, _____ declare that I am the current owner of the abovementioned property. I give permission for the plans to be copied and released to (*name and postal details*)

Signed : _____ Date : _____ Phone No : _____

FEES:

Request for retrieval of Planning Approvals - **As per Council's Fees and Charges**

Request for retrieval of Site Plans – **As per Council's Fees and Charges**

Photocopying Charges – **As per Council's Fees and Charges**

Payment Options (tick appropriate box) Cash Cheque Credit Card

MasterCard Visa Card Number: _____ Expiry ____ / ____

Cardholder Name: _____

IF IT IS YOUR INTENTION TO USE COPIES OF THESE PLANS FOR LODGEMENT OF A "NEW" PLANNING APPLICATION, ENSURE THAT PREVIOUS STAMP OF APPROVAL/S, DATES APPROVED ETC, IS WHITED-OUT BEFORE LODGEMENT (I.E. REMOVED FROM APPROVAL) AND MARK PLANS CLEARLY WITH PROPOSED ADDITIONS BEFORE SUBMITTING NEW APPLICATION. FOR ANY CLARIFICATION OR ADDITIONAL INFORMATION, CONTACT COUNCIL'S CUSTOMER SERVICE OFFICER 97805 228.

Office Use Only: Fee \$ _____ Receipt No: _____
