

Request for Written Planning Advice / Planning or Building Search Request



LND/71 BLD/19

July 2025

NOTE: The Shire will endeavour to locate plans as requested; however, you are advised that the fees are non-refundable if for any reason the plans are unable to be found in the Shire's records.
Please allow up to 10 working days to complete your request.

Property Details		
Lot No.	House No.	Street
Suburb		
Applicant Details		
Contact Name		
Postal Address		
Email Address		Phone Number
Applicant Signature		Date
Type of Information Required (Please tick) – All information requested will be EMAILED		
Please choose an option below on how you would like to receive your plans/information:		
Posted	Picked Up from Shire Office	Emailed
<p>*Copy of Building Approvals</p> <p><i>For approved construction plans. Please note Septic Search Requests are to be lodged on the Shire's Septic Search Request Form.</i></p>		
<p>*Copy of Planning Approvals</p>		
<p>Written Planning Advice</p> <p><i>For in-depth planning advice. Please attach details of the information required, where relevant include plans.</i></p>		
<p>Planning Exemption Advice</p> <p><i>Assessment of plans to see if application is exempt from Planning Please attach details of the information required, where relevant include plans.</i></p>		

REQUEST FOR WRITTEN PLANNING ADVICE / PLANNING OR BUILDING SEARCH REQUEST

***Owners Authorisation (where copies of approvals and plans are requested this form must be signed by ALL landowners)**

- I/we **are** the current owner(s) of the abovementioned property
- I/we **are not** the current owner(s) of the abovementioned property. The current owner(s) have signed below granting permission to release the requested information.

I/we, _____ declare ownership of the abovementioned property and authorise the above applicant to order and collect the requested information.

Signed: _____ Date: _____

Signed: _____ Date: _____

Lodgement

Email: (preferred) amrshire@amrshire.wa.gov.au

In person: at the Shire Civic Administration Centre, 41 Wallcliffe Road, Margaret River

By post: PO Box 61, Margaret River WA 6285

Payment (To be paid on lodgement)



In person (Cash, Cheque, EFTPOS)

Shire Civic Administration
Centre - 41 Wallcliffe Road
Margaret River

Telephone (Credit Card only)

Please tick
A Customer Service Officer
will contact you.



Post

Cheque payable to:
Shire of Augusta Margaret River
PO Box 61
MARGARET RIVER WA 6285

Planning Search Request, Written Planning Advice or Planning Exemption Advice (1TP810.84)
Building Search Request (1BU810.84)

Receipt No: _____ **Date:** _____