

# Search Request Planning / Building



LND/71 or BLD/19

October 2018

NOTE: The shire will endeavour to locate plans as requested; however, you are advised that the search fees are non-refundable if for any reason the plans are unable to be found in shire's records.

**Please allow up to 10 working days to complete your request.**

<b>BUILDING</b> <input type="checkbox"/>			
Building Plans	Additions	Site Plan	Other (please specify):
<b>PLANNING</b> <input type="checkbox"/>			
Approvals or Refusals	Building Envelope	Other (please specify):	
<b>Property Address</b>			
Lot No.	House No.	Street	
Suburb			
<b>Approximate Year of Construction (if known)</b>			
<b>Ownership</b>			
I, _____			<b>declare that I am the current</b>
<b>owner of the abovementioned property.</b>			
<b>Signed:</b>		<b>Date:</b>	<b>Phone:</b>
<b>Collection Details</b>			
<input type="checkbox"/> <b>Plans to be forwarded to postal address:</b> _____			
<b>OR</b>			
<input type="checkbox"/> <b>Picked up from the Shire Administration Building – contact telephone:</b> _____			
If it is your intention to use copies of these plans for lodgement of a "new" application, ensure that previous date and approval stamps are removed before lodgement and mark plans clearly with proposed additions before submitting. For any clarification or additional information, please contact the Shire's Customer Service Officer on (08) 9780 5255.			
<b>Application Fee (To Be Paid On Lodgement – Fees As Per Council's 'Fees And Charges')</b>			
<b>In person (Cash, Cheque, EFTPOS)</b> Shire Civic Administration Centre 41 Wallcliffe Rd Margaret River	<b>Telephone (Credit Card only)</b> <b>Please tick</b> A Customer Service Officer will contact you. <input type="checkbox"/>	<b>Post</b> Cheque payable to: Shire of Augusta Margaret River PO Box 61 MARGARET RIVER WA 6285	
<b>Request for retrieval of building licences, copy of building records etc</b>		<b>(1BU810.84)</b>	
<b>Request for retrieval of planning approvals, sites plans, building envelopes etc</b>		<b>(1TP810.84)</b>	
<b>Receipt No:</b> _____		<b>Date:</b> _____	

Email completed form to: [spdplanning@amrshire.wa.gov.au](mailto:spdplanning@amrshire.wa.gov.au)

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