Planning and Building Information Request Form

shire of Ashburton
reef to range

Part A – Consent from Owner(s) of the Subject Land	
Name(s):	
Address:	
Phone:	Mobile:
Email:	
Signature:	Date:
Signature:	Date:

Part B – Details of Person(s) Requesting Information (if not an owner)	
☐ Property Manager ☐ Other (please specify):	
Name:	
Address:	
Phone:	Mobile:
Email:	
Signature:	Date:

Part C – Property Details		
House No.:	Lot No.:	Plan No.:
Street Name.:	Suburb:	

Part D – Plans/Documents Requested

☐ Dwelling(s) ☐ Commercial Buildings ☐ Pool/Pool fence

☐ Outbuilding (shed/carport/patio etc.) ☐ Additions/Extension to original structure

☐ Planning Approval ☐ Septic Approval ☐ Other (please specify):

Part E – Fees and Charges	
☐ Electronic Copy only of Property Plans	**$80.00** per enquiry (as per Fee's and Charges)

Advice Notes:

- Lodgment of the Information Request must be accompanied by a service fee. Request forms will not be received by the Shire unless the service fee is paid at the time of lodgment.
- Please ensure you have provided the current owner's consent, where required.
- Some details and plans i.e. contours may not be available, particularly with older approvals; The fee is to carry out a search of the Shire's records. If requested plans cannot be located, the fee is **non-refundable**.
- The Shire of Ashburton accepts no responsibility for the loss or damage of the plans.
- Real Estate Agents cannot authorise copies of plans without a Contract of Sale or written consent from the current property owner.

Estimated Completion Time – Please allow 10 business days from the date of payment, to complete the search.

Office Use Only	
Date Received:	Accepting Officer:
Initial Fee:	Receipt No.:
Total Fee:	GL code: 102893