



Planning and Building Information Request Form

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

<input type="checkbox"/> Electronic Copy only of Property Plans	\$75.00 per enquiry
<input type="checkbox"/> Hard Copy of Property Plans (you will also receive an Electronic Copy)	In addition to the Electronic copy fee you will be charged a hard copy fee as per the photocopying charges in the General Administration section of the Shire's Fees & Charges Schedule

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 to complete the search.

Office Use Only

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