

office use only

FILE:

ACTION OFFICER:

ACTION:

Noted Responded

RECORD NO:

FURTHER REFERRAL:

ACTION OFFICER:

ACTION REQUIRED: NOTE or RESPOND Already received by: EMAIL/FAX

Office Use Only

FEES PAID:

DATE:

RECEIPT NO.:

APPLICATION NO.:

PAYMENT METHOD:

CSO INITIALS:



REQUEST FOR TOWN PLANNING / BUILDING APPROVALS (HISTORIC INFORMATION)

Please read carefully all information provided below:-

1. One form must be completed per property.
2. The fee payment is compulsory on all applications and must be paid before the information will be sought or copied. No accounts will be sent.
3. Please specify which type of information you require to avoid unnecessary photocopying, paper usage, costs, irrelevant information.
4. Duplication of plans larger than A3 size will be in A3 sized portions. Duplication of original size will incur additional costs.
5. Any person/s other than the owner/s of the property are required to attach a letter of permission from the owner/s.
6. Should the information not be available, the costs will be attributed towards the time spent searching.

PROPERTY DETAILS

| LOT NO. | STREET NO. | STREET NAME |
|---------|------------|-------------|
| | | |

**ASSESSMENT
NUMBER:**

 A

(Select one or more of the following)

BUILDING PLANS REQUEST:

Provision of copies of plans, which have been lodged with Council for approval to construct buildings on the property.

- SITE PLANS STRUCTURAL PLANS FLOOR PLANS
 ALL PLANS SEPTIC PLANS

N.B. The Shire does not have copies of sewer lines and water lines. Please see Water Corporation for these.

TOWN PLANNING INFORMATION REQUEST

Provision of copies of planning approvals and conditions, which have been approved by Council.

- TOWN PLANNING APPROVALS SIGN LICENCE APPROVALS CURRENT ZONING
 CURRENT USE CLASSIFICATIONS

PROPERTY COMPLIANCE INSPECTION & REPORT REQUEST

Council officer(s) will inspect the property and compile a report regarding property usage and buildings compared to Council approvals.

- YES NO

OWNER DETAILS

| | |
|-------------------------|--|
| OWNER(S) (Please print) | |
| POSTAL ADDRESS | |
| DAYTIME PHONE NO. | |
| SIGNATURE | |

DETAILS OF PERSON(S) REQUESTING INFORMATION/PLANS

- OWNER (As above) OTHER (signed letter of approval attached as required)

| | |
|-------------------|--|
| COMPANY | |
| CONTACT PERSON | |
| POSTAL ADDRESS | |
| DAYTIME PHONE NO. | |

USE OF INFORMATION

Copies of the above information is required for the purpose of:

| | |
|--|--|
| <input type="checkbox"/> Alterations/ Extensions | <input type="checkbox"/> To allow a supplier to take of quantities |
| <input type="checkbox"/> To provide a copy to a prospective purchaser or real estate agent | <input type="checkbox"/> Other (please provide details) |

I acknowledge that I am not the owner of the copyright of any plans provided and that I am not entitled to make or provide any copies to any other person.

I confirm that if the Shire of Broome provides copies of plans to me I will not use them for any other purpose other than that as set out above and that they will not be used in respect of any other property.

APPLICANTS SIGNATURE _____

HOW DO YOU WISH TO COLLECT THIS INFORMATION?

- Please leave at Front Reception of the Shire Offices for collection, OR
- Please mail plans to:
- Other:

ANY FURTHER INFORMATION?

OFFICE USE ONLY:

DATE PAID RECEIPT # FOUND? Y / N