



## HINDMARSH SHIRE COUNCIL REQUEST FOR COPIES OF PLANS

### OWNER/AGENT OF OWNER DETAILS

Name:

Address:

Ph:

Mob:

Fax:

Email:

### PROPERTY DETAILS

Address:

Lot/CA:

LP/PS/TP:

Sec/Blk:

Assessment No.:

### DOCUMENT DETAILS

1) Planning Permit and Endorsed Plans (**\$141.40 fee**)

2) Building Permit and Plans (**\$100.00 fee**)

Type of documents requested (e.g. site plans, copies of permits, elevations):

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Date of Issue of Permit (if known): \_\_\_\_\_

Permit/Certificate number/s (if known): \_\_\_\_\_

Any other information you think may assist us: \_\_\_\_\_

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### GENERAL INFORMATION

The search comprises an electronic search of all systems, physical searches of hardcopy files and searches of old registers if applicable.

Copies of documents will only be provided in accordance with the Privacy Act and Hindmarsh Shire Council's Privacy Policy.

The prescribed search fees are non-refundable if no plans or documents are able to be located.

The search fee is payable at any of our Customer Service Centres via cash, cheque or card. The fee can also be invoiced.

I declare that I am the owner/authorised by the owner of the abovementioned property. I understand that I may be committing an offence should the owner of the property not give consent for my access to these documents.

Owner Name:

Date:

Signature:

Agent of Owner Signature: