



HINDMARSH SHIRE COUNCIL

REQUEST FOR COPIES OF PLANS

OWNER/AGENT OF OWNER DETAILS

Name:	
Address:	
Phone:	Mobile:
Email:	

PROPERTY DETAILS

Address:	
Lot/CA:	LP/PS/TP:
Sec/Blk:	Assessment No:

DOCUMENT DETAILS

<input type="checkbox"/> Planning Permit and Endorsed Plans (\$127.00 fee per hour)
<input type="checkbox"/> Building Permit and Plans Search (\$144.00 fee)
Type of documents requested (e.g. site plans, copies of permits, elevations):
Date of Issue of Permit (if known):
Permit/Certificate number/s (if known):
Any other information you think may assist us:

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.



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Owner Name:	Date:
Signature:	
Agent of Owner Signature:	

PRIVACY STATEMENT

*We will handle any personal information you have provided in this form in accordance with the **Privacy and Data Protection Act 2014**. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our [Privacy Policy](#) or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.*