



SHIRE OF WAROONA REQUEST FOR BUILDING RECORDS TO AN INTERESTED PARTY

DETAILS OF APPLICANT

GIVEN NAMES:			
LAST NAME:			
CONTACT NUMBER:			
EMAIL ADDRESS:			
ADDRESS:			
	TOWN/CITY:		POSTCODE:

If you are not the current owner of the property, authorisation will be required from the current owner prior to the release of any plan.

CURRENT OWNER/S CONSENT IF APPLICANT IS NOT THE OWNER

GIVEN NAMES:			
LAST NAME:			
CONTACT NUMBER:			
EMAIL ADDRESS:			
ADDRESS:			
	TOWN/CITY:		POSTCODE:

By signing this form, you declare you are the current owner and have given authorisation for the applicant to have access to related building records.

Owner Signature:	Date:
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REQUIRED RECORDS

Requesting address:
Reason for request:
<input type="checkbox"/> All Building Licenses and Building Plans OR <input type="checkbox"/> Effluent Disposal Details

CONDITIONS

1. The cost for an archive search is \$110.00 payable on application.
2. Unless otherwise requested, plans for dwellings will comprise floor plan, elevations, site plan and effluent disposal details, where available.
3. The application will be processed a minimum of 5 working days from receipt.
4. Applications may be submitted at the Shire Administration office or via email to warshire@waroona.wa.gov.au

I HAVE READ ALL OF THE ABOVE CONDITIONS AND AGREE.

SIGNATURE:	DATE:
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OFFICE USE ONLY

Receipt #:	Date:
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