



REQUEST FORM RESEARCH BUILDING INFORMATION

FORM 96

Date stamp

Part 1 Property Details

Please provide the details of the property you require building information on

Lot	House No	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb		
<input type="text"/>		

Part 2 Requested by

Name of person making request
(if not the owner please have the owner complete Part 5 on the reverse of this form)

Name	
<input type="text"/>	
Daytime Contact Phone Number	
<input type="text"/>	
Email Address	
<input type="text"/>	
Are you the Owner of the property?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	If no, please provide Owners Name
	<input type="text"/>
Signed	Date
<input type="text"/>	<input type="text"/>

Part 3 Comments

Please provide details of what information you are seeking on the building

Comments
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Part 4 Fees and Conditions

- If you are not the owner(s) of the property, Part 5 of this form must be completed by the current owner(s); or a signed letter from the current owner(s) must be provided granting consent for the Shire of Dardanup to release the plans to an authorised person.
- A copy of an Offer and Acceptance is NOT adequate
- Please allow five (5) working days for processing. You will be contacted when the requested information is available
- **A fee of \$40.00 is payable on collection of the requested information**
- Please Note: The Shire has ARCHIVED copies of most, but not ALL building related information

Part 5 Owners' Authorisation to Release Building Related Information

Owner to complete

Owner(s) Name

I/We as the current owner(s) of the property in question, hereby authorise the Shire of Dardanup to issue building related information to:

Owner(s) Signature

Date

Part 6 OFFICE USE ONLY

Assessment No.

Licence No.

Development

Located Y / N

Notes:

Applicant Notified:

Yes

No

Name of Contact

Date

Officer Name