

# Planning or Building Search Request /Or Written Planning Advice

LND/71 BLD/19



June 2023

NOTE: The Shire will endeavour to locate plans as requested; however, you are advised that the search fees are non-refundable if for any reason the plans are unable to be found in the Shire's records.

**Please allow up to 10 working days to complete your request.**

Property Details		
Lot No.	House No.	Street
Suburb		
Applicant Details		
Contact Name		
Postal Address		
Email Address		Phone Number
Applicant Signature		Date
Type of Information Required (Please tick) – All information requested will be EMAILED		
Please choose an option below on how you would like to receive your plans/information:		
Posted <input type="checkbox"/> Picked Up from Shire Office <input type="checkbox"/> Emailed <input checked="" type="checkbox"/>		
<input type="checkbox"/> *Copy of Building Approvals		<b>\$83.50</b>
<i>For approved construction plans. Please note Septic Search Requests are to be lodged on the Shire's Septic Search Request Form.</i>		
<input type="checkbox"/> *Copy of Planning Approvals		<b>\$83.50</b>
<input type="checkbox"/> Written Planning Advice		<b>\$73.00</b>
<i>For in-depth planning advice. Please attach details of the information required, where relevant include plans.</i>		
<input type="checkbox"/> Planning Exemption Advice		<b>\$166.50</b>
<i>Assessment of plans to see if application is exempt from Planning Please attach details of the information required, where relevant include plans.</i>		

OR WRITTEN PLANNING ADVICE

**\*Owners Authorisation (where copies of approvals and plans are requested this form must be signed by ALL landowners)**

- I/we **are** the current owner(s) of the abovementioned property
- I/we **are not** the current owner(s) of the abovementioned property. The current owner(s) have signed below granting permission to release the requested information.

I/we, \_\_\_\_\_ declare ownership of the abovementioned property and authorise the above applicant to order and collect the requested information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Lodgement**

**Email:** (preferred) [spdplanning@amrshire.wa.gov.au](mailto:spdplanning@amrshire.wa.gov.au)

**In person:** at the Shire Civic Administration Centre, 41 Wallcliffe Road, Margaret River

**By post:** PO Box 61, Margaret River WA 6285

**Payment (To be paid on lodgement)**



**In person (Cash, Cheque, EFTPOS)**

Shire Civic Administration  
Centre - 41 Wallcliffe Road  
Margaret River

**Telephone** (Credit Card only)

**Please tick**   
A Customer Service Officer  
will contact you.



**Post**

Cheque payable to:  
Shire of Augusta Margaret River  
PO Box 61  
MARGARET RIVER WA 6285

**Planning Search Request, Written Planning Advice or Planning Exemption Advice (1TP810.84)**  
**Building Search Request (1BU810.84)**

**Receipt No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

OR WRITTEN PLANNING ADVICE