



## BUILDING SEARCH REQUEST FORM

Please choose from the following search options:

- Building Licenses/Permits Extract (no copies of plans provided) - \$33
- Copies of Building Licences/Permits Issued – Residential - \$65
- Copies of Building Licences/Permits Issued – Commercial - \$93 per hour, min 1 hour

Assessment Number:   A   Lot No: \_\_\_\_\_ House No: \_\_\_\_\_

Street/Road: \_\_\_\_\_ Town/Locality \_\_\_\_\_

### OWNERS DECLARATION

I, \_\_\_\_\_, declare that I am the current owner of the abovementioned property.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Phone Number

*(If being collected by a person who is not an owner)*

I, \_\_\_\_\_, give permission to \_\_\_\_\_ to receive a copy of the requested documents.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Collector  
Signature

\_\_\_\_\_  
Collector Contact  
Phone Number

### METHOD OF DELIVERY:

Email: \_\_\_\_\_

Collection from Shire Administration Office

*Payment required prior to processing of search request. Please allow up to five (5) business days to complete the search.*

**Office Use Only:**

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

Date: \_\_\_\_\_  
Current as of 01.07.2026

