



TOWN OF PORT HEDLAND

DEVELOPMENT SERVICES INFORMATION REQUEST

Please ensure you have read the advice notes contained on page 2

CONSENT FROM OWNERS OF THE SUBJECT LAND

Name:			
ABN (if applicable):			
Postal Address:			
Daytime Phone:		Mobile:	
Email:			
Signature(s):		Date:	

DETAILS OF PERSON/S REQUESTING INFORMATION

<input type="checkbox"/> OWNER (as above) <input type="checkbox"/> PROPERTY MANAGER/AGENT <input type="checkbox"/> OTHER			
Name:			
Postal Address:			
Daytime Phone:		Mobile:	
Email:			
Signature:		Date:	

PROPERTY DETAILS

Lot No:		House/Street No:	
Street Name:		Suburb:	

PLANNING INFORMATION (owners consent required where there is a *)

	*Planning Information Request / Report - Provide covering letter identifying requested information	\$73.00 per hour
	Copy of Planning Approval and Conditions	\$99.40 per permit
	*Copy of Approved Development Plans	\$99.40
	Planning Information Statement (zoning information)	\$73.00

BUILDING INFORMATION (owners consent required where there is a *)

	Copy of Documents – Building/Demolition Permit, Occupancy Permit etc	\$62 per document
	Building Approvals List	\$100.00
	Orders and Requisitions – Planning, Building and Rates	\$200.20
	*Building Reports (provide cover letter outlining information requested)	\$100 per hour
	*Swimming Pool Enclosure Inspection and Report	\$110
	*Copy of Approved Plans	\$100 + copy fee – see notes below
	*Copy of Home Indemnity Insurance, Swimming Pool Enclosure Inspection Report	\$62 per document

COPIES OF APPROVED PLANS - FORMAT

Format (choose one)	
<input type="checkbox"/>	Hard Copy – A3/A4 plans printed at no extra charge. Additional \$18.60 per plan larger than A3. <input type="checkbox"/> Post <input type="checkbox"/> Phone to collect
<input type="checkbox"/>	PDF file – to be emailed where file size is 10MB or less. Larger plans may be sent by DropBox

- Ensure you have provided the current owners consent, where required;
- For copies of approved Building plans, after the initial search fee of \$100 is paid the search will be conducted and a Building Approvals List provided. Following confirmation of which permits the plans are requested for (i.e. house, shed etc) the following copy fees will be payable prior to the copies being released;
 - Residential Properties \$35 per permit
 - Industrial/Commercial Properties \$55 per permit
- Allow 10 working days to complete the search;
- The Town of Port Hedland does not have copies of sewer lines and water lines. Please contact the Water Corporation on 13 13 95;
- Some details and plans i.e. contours may not be available, particularly with older approvals; The fee is to carry out a search of the Towns records. If requested plans cannot be located, the fee is **not** refunded.

OFFICE USE ONLY

Date Received: <input style="width: 100%;" type="text"/>	Owners Consent: <input style="width: 100%;" type="text"/>	Receipt No: <input style="width: 100%;" type="text"/>
Total Fee: <input style="width: 100%;" type="text"/>	Accepting Officer: <input style="width: 100%;" type="text"/>	