

APPLICATION FOR SEARCH OF PROPERTY INFORMATION

This form is to be completed when a search of property information and records is requested. This search can include, but is not limited to, the items listed below. If the requested records are available, Council will forward the documents to you via email. In some instances, this may take up to 2 weeks if a search of Council's archives is required.

This search will incur a **non-refundable fee** at the time of application and is charged as per the Information Searches fee in the Dorset Councils Fees and Charges schedule. The applicant will be issued the invoice and responsible for payment prior to the release of information. **Please note that not all searches may be successful.**

Please return this fully completed form to development@dorset.tas.gov.au or in person to the Dorset Council office.

INFORMATION REQUIRED (Please tick all applicable)			
Planning Permit and Associated Documents		Occupancy and Completion Certificates	
Building Plans and Associated Documents		Building/Plumbing Notices and Orders	
Plumbing Plans and Associated Documents		Other: Please specify below	

PROPERTY ADDRESS	
Full Address:	
PID/Title (if known):	

APPLICANT DETAILS		
Full Name:		
Postal Address:		
Contact Details:	Mobile:	Email:
Signature of Applicant:		Date:

OWNER AUTHORISATION (Required if owner is not the applicant)		
Full Name:		
Postal Address:		
Contact Details:	Mobile:	Email:
Signature of Owner:		Date:

PRIVACY STATEMENT

Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Dorset Council. Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents, or contractors of Dorset Council, in accordance with Council's Privacy Policy. Failure to provide this information may result in your application not being able to be accepted or processed.

OFFICE USE ONLY:

Date Payment Received: _____ Receipt Number: _____ Staff Initials: _____