Health Documents & Information Request Form

Shire of Donnybrook Balingup 2026-2027

REQUEST TYPE & DETAILS

Please indicate and list the name(s) of the documents you are requesting below.

☐ Retrieval of Health Plans:

☐ Certificates:

☐ Documents:

☐ Other Plans:

How would you like to receive these documents? ☐ Pick up ☐ Email ☐ Post

APPLICANT DETAILS

The person making the request is to complete this section.

Full Name:		
Postal Address:		
	Locality:	Postcode:
Email:		Phone:

PROPERTY DETAILS

Please provide the details of the property you are requesting information for.

Lot #:	Street #:	Street Name:
Locality:		Location #:

LANDOWNER DETAILS

Landowner consent is required for all searches of property files.

Full Name:	
Email:	Phone:

Landowner Signature: _____ Date: _____

SUBMISSION

Please allow 10 working days for your search to be processed.

Please be aware that by submitting this Request, you will be required to pay a fee as per the current Fees & Charges Schedule. You will be contacted by the Shire for payment. By signing below, you (the Applicant) confirm that you have the Landowner's permission. When lodging this form, please ensure that all required information has been provided. Failing to do so may result in delays to your application.

If it is your intention to use copies of these plans for a new application, please ensure that all previous date and approval stamps are removed before lodgements, and mark plans clearly with proposed additions before submission. If the property is owned by a company, a company letterhead signed by an authorised person must be provided. If the property is in relation to a deceased estate, documentation supporting a person's authority to act on behalf of the deceased estate must be provided. The fees required to complete a Health Documentation Search Request are non-refundable. Building records will be provided to the nominated applicant, however the quality of the documentation and building records cannot be guaranteed. They also may not be to scale or depict all existing structures and therefore may not be suitable for resubmission. Search timeframes are subject to extentions in exceptional circumstances. A property inspection is not included to determine the existence of unauthorised structures.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

To be completed once payment is received.

Date:	Officer:
Receipt #:	Ref. #: