

FILE RETRIEVAL REQUEST Planning Department

Property Address:	
Property Assessment Number:	
Planning Permit No:	P

Applicant Details:

Owner/Applicant:	
Contact Phone:	
Email Address:	
Signature:	

Owner is applicant:

Yes No

Information Required:

Endorsed Site Plans c

Endorsed Floor Plans c

Endorsed Elevation Plans c

Planning Permit c

Other please specify:

FEES

Initial search fee – Electronic file retrieval (files dated 2017 – Present)	\$50.38
Initial search fee - hard copy file retrieval per file	\$131.43
Initial search fee – Electronic file retrieval from Grace (files dated before 2017)	\$109.45
plus scan of 1 - 50 hardcopy pages (A4 or A3) to electronic format per page	\$0.23
plus scan of 51 - 100 hardcopy pages (A4 or A3) to electronic format per page	\$0.23
plus scan of larger than A3 hardcopy pages to electronic format per page	\$2.16

Note: The only documents that can be made available via this request is the planning permit and any endorsed plans. Any other documentation will need to be made via Freedom of Information Act