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| **Development Management (Planning)** | C:\Documents and Settings\alscott\Desktop\WDC logo black.jpg |
|  |
| **Application for a Document and Property Search** |

Note: **(Please refer to notes on page 3 before completing this form)**

**Please indicate which search type you require a search to be carried out on**

|  |  |  |  |
| --- | --- | --- | --- |
| **Search type:** | **Domestic (e.g. house/flat)** | **Non-domestic/commercial** | **Property History Search** |

**All of the above search options are only available up to a period of 25 years from 1st January 1991**

**For office use only:**

Date received:

Fee: £

Date paid:

Receipt No:

Office Notes:

Search closed date:

Applicant notified:

Form Reference:

**Revised 19-07-17**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. APPLICANT** | | | |
| Name: |  | | |
| Address: |  | | |
| Town/City: |  | Postcode: |  |
| Telephone: |  | Mobile Phone: |  |
| Email address: |  | | |
|  | | | |
| **2. AGENT** *(if any)* | | | |
| Name: |  | | |
| Address: |  | | |
| Town/City: |  | Postcode: |  |
| Telephone: |  | Mobile Phone: |  |
| Email address: |  | | |
|  | | | |
| **3. DETAILS OF PROPERTY SUBJECT TO ENQUIRY** | | | |
| Building: |  | | |
| Address: |  | Postcode: |  |
|  |  |  |  |
|  | **Planning Application References** *(if known)* | |  |
|  | **Approximate date of works** *(year)* | |  |
|  | | | |
| Description of works (if you are searching for a specific development):- | | | |

1. **Information requested**

Please provided details of the information you are seeking e.g. to view and/or request copies of documents, planningdecision notices, appeals, variations, Committee reports etc. Continue on a separate sheet if necessary.

|  |
| --- |
| **Information requested:** |

1. **Fee Payment**

Payment is made via the Council’s online payment system. Please provide the online receipt reference and date of payment. See note 4 for further details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Online receipt reference:** |  | **Date Paid:** |  |
|  |  | | |

1. **Declaration**

I declare that the information provided in this application is to the best of my knowledge true and accurate. I understand that the search to be carried out may not produce any results and in such an event the fee paid is not refundable. I also understand that additional costs may be incurred if copies of more than one document are requested and these will be paid separately following the initial search.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed:** |  |  | **Date:** |  |

**Email your completed form to**

[**development.management@west-dunbarton.gov.uk**](mailto:development.management@west-dunbarton.gov.uk)

**Guidance Notes**

**1. Search & Copy Charges – Domestic (e.g. house/flat etc)**

The standard fee is £80 per planning file. The fee includes the search and retrieval from archive store, and entitles you to a copy of one decision notice and any related approvals of variations or appeal decisions.  Copies of committee reports or reports of handling can also be provided at your request. (Please provide location plan if possible).

**2. Search & Copy Charges – Non-Domestic/Commercial**

The standard fee is £110 per planning file. The fee includes the search and retrieval from archive store, and entitles you to a copy of one decision notice and any related approvals of variations or appeal decisions.  Copies of committee reports or reports of handling can also be provided at your request. (Please provide location plan if possible).

Individual units within a retail complex or similar (e.g. such as a row of shops, units within a shopping centre or industrial units) will be charged multiple fees, per application reference, if copies of documents are requested.

**3. Land and Property History Searches**

Occasionally, mainly due to a loss of documentation, an owner/occupier may require written confirmation of what works a historical Planning application related to. The fee for a search & written confirmation of the approved work for domestic (e.g. houses/flats) is £80.00 and for non-domestic/commercial £110.00 fee. A list of all relevant information will be provided. **If copies of documents are requested after the information is provided each individual reference number will incur separate fees and will be payable prior to copies being given.**

**NB** NO PLANS ARE SUPPLIED AS PART OF THE PLANNING SEARCH ONLY COPIES OF DOCUMENTS ARE PROVIDED.

**4. What Happens Next?**

**Please note that a search will not be carried out until a correctly completed application form is received and the relevant fee has been paid**

We will normally provide copies of the documents by attaching a scanned copy of them to an email.

We aim to carry out the archive search within 2 weeks of receipt of an application. However on occasions due to other work ongoing within the Planning Section, please be aware archive searches can sometimes take longer.

Please send your application, having paid the relevant fee, to [development.management@west-dunbarton.gov.uk](mailto:development.management@west-dunbarton.gov.uk)

You can [pay online](https://www.civicaepay.co.uk/WestDunbartonshire/Webpay_Public/Webpay/Default.aspx?fund=PE). please use Payment Type – *Planning Search/Copy Doc*. Where asked for a Reference, use the property address to which the search relates. An automated receipt will be sent to you via email. In all cases the relevant fee requires to be received before the search is carried out.

**Fees are non refundable should no documentation be located following a search.**