

Development Management (Planning)

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 Non-Domestic/ Commercial Property History Search

All of the above search options are only available up to a period of 25 years from date of your application

1. APPLICANT

Name		
Address		
Town/City		Post Code
Telephone		
Email		

For Office Use Only

Date Rec'd:

Fee: £

Date Paid:

Receipt No:

Office Notes:

2. AGENT (if any)

Name		
Address		
Town/City		Post Code
Telephone		
Email		

3. DETAILS OF PROPERTY SUBJECT TO ENQUIRY

Building		
Address		Post Code

Planning Application Reference(s) (if known)	
Approximate Date of Works (year)	

Description of works (if you are searching for a specific development):-
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Search Closed Date:

Applicant Notified:

Form Ref:
App Doc Plan Search
Revised:19/10/2017

6. INFORMATION REQUESTED

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

Provide details of Information requested :-

7. FEE PAYMENT

Payment can be made at [pay online](#). 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.

Please Note: Once the application form and fee is received this is treated as an application fee and is non-refundable.

Online Receipt Reference Date Paid

8. DECLARATION

I declare that the information provided in this application is to the best of my knowledge true and accurate and have. 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 (per file reference) is requested and these will be paid separately following the initial search.

Signed Applicant/Agent Date

Please refer to Guidance Notes attached for further information.

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 plans, 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?

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 and Building Standards Sections, please be aware archive searches can sometimes take longer.

Please send your application form to development.management@west-dunbarton.gov.uk