



PO Box 614 Kununurra 6743
20 Coolibah Drive KUNUNURRA

Koolama Street WYNDHAM

T | 9168 4100
F | 9168 1798
E | mail@swek.wa.gov.au
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8.00am - 4.00pm MON - FRI

Request for Retrieval and Research

Please note Retrieval and Research requests may take up to 10 working days to process.

Please contact the Business Support Officer (Planning and Community Development) for enquiries 08 9168 4100.

Owners Details

Name				Email		
Postal Address						
Phone			A/H			Fax
Signature					Date	

Applicant Details

Name				Email		
Postal Address						
Phone			A/H			Fax
Signature					Date	

Property Details

Lot			Number			Street		
Town						Post code		

Preferred method of contact (Note: If Email preference is chosen, large files will be sent via Dropbox)

Email	<input type="checkbox"/>	Phone	<input type="checkbox"/>	Other
Post	<input type="checkbox"/>	In person	<input type="checkbox"/>	

Please carefully read the information provided below:

- One form is required to be completed per property, each to be signed and dated.
- Any person/s other than the owner/s of the property, are required to attach a letter of permission from the owner/s.
- Fee payment is required prior to the release of the requested information:
 - Fees are charged per hour, with a minimum charge of one hour.
 - The total fee required will be advised via email or phone.
 - Duplication of original plans will incur additional costs (photocopying fee in accordance with the current fees and charges).
- Please specify which type of information you require i.e. Building, Planning, Health or Administrative.
- Should the information requested not be available, the fee cost will be attributed towards the time spent searching.

Office use only

Date Received				Officer		
Document Number				File		
GL			Fee			Receipt

Requested Information

Building Information	Details	
Building Permits	<input type="checkbox"/>	
Plans	<input type="checkbox"/>	
Pool Inspections	<input type="checkbox"/>	

GL 1130311

Town Planning Information	Details	
Planning Approvals	<input type="checkbox"/>	
Development Approvals	<input type="checkbox"/>	
Zoning Enquiries	<input type="checkbox"/>	

GL 1100614

Health Information	Details	
Health Premises Licenses	<input type="checkbox"/>	
Septic System Approvals	<input type="checkbox"/>	
Settlement Inspections*	<input type="checkbox"/>	

GL1070417 (*Additional Fees Apply)

Administrative Services	Details	
Photocopying	<input type="checkbox"/>	
Printing	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Use of Information

Administrative Services	Details	
Alterations/Extensions	<input type="checkbox"/>	
To Allow Supplier to take quantities	<input type="checkbox"/>	
Provide to prospective buyer or Real Estate Agent	<input type="checkbox"/>	
Other – Please specify	<input type="checkbox"/>	

Declaration

I confirm that if the Shire of Wyndham East Kimberley provides copies of plans to me I will not use them for any other purpose other than that as set out above, and that they will not be used in respect of any other property. I confirm that all information provided is true and correct at the time of submission.

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Signature Date / /