

**PLANNING DEPARTMENT**

**Archived Planning Files Requisition Form**

<b>File Number</b>	
<b>Applicant</b>	
<b>Location of Development</b>	
<b>Requested by</b>	
<b>Telephone Number</b>	
<b>Date of Request</b>	
<b>Collected for viewing by</b>	
<b>Returned from viewing by</b>	

**To be completed by Planning Section**

<b>Date of Availability</b>	
<b>Date of Viewing</b>	
<b>Checked by</b>	

***Please note that it is up to the person themselves to provide the Planning Department with the information necessary to process their request.***

***Please allow up to 1 week for request***