



"Document Search" – Routine Disclosure Request Form

An application fee is required, as per the current Fees & Charges By-law.

Requester Information:

Name:	Address:
Telephone:	Email:

Detailed Description of Requested Records:

Please be as specific as possible. Should you need assistance with clarifying your search, please consult with staff.

If your request pertains to a specific property – Property Address: _____

- I am the property owner. Name appearing on records: _____
- I am not the property owner (*note: a Letter of Authorization is required, or an FOI request must be submitted*)
- I am the authorized agent of the property owner and have attached the Letter of Authorization

Preferred method(s) of access to records:

- Email Copy
- Receive Paper Copy (*note: additional printing fees may apply*)

Additional Information (if applicable):

Building records provided are copies of those on file at the Municipality of Thames Centre. The Municipality of Thames Centre disclaims liability as to the accuracy of the contents of the building plans as provided and would recommend that you contact the Engineer(s), Architect(s), Surveyor(s) and/or Designer(s) noted on the building plans to confirm accuracy if you intend to rely on them for any reason. Records under copyright may be released under this Policy, provided the records are stamped as a copy and the full provisions of the *Copyright Act* apply to the use and reproduction of the records.

Notice of Collection:

The personal information collected on this form is collected under the authority of the *Municipal Act, 2001* and will be used to process your records request. Questions about this collection should be addressed to the Legislative Services Department – 4305 Hamilton Road, Dorchester, ON, N0L 1G3 (519) 268-7334 clerk@thamescentre.on.ca

Requester's Signature: _____ Date: _____