



REQUEST FOR DEVELOPMENT RECORDS

Including: Plans, Consents and Certificates

Search and photocopying fees are applicable to this application. These fees are outlined in Council's Revenue Policy

NOTE:

- Searches involving numerous development applications or applications dated prior to 1985 may be a lengthy process. Council will contact you with an estimate of time and associated additional search fees if the search is expected to exceed one hour.
- Council cannot guarantee that the search will provide the information required and accepts no responsibility for any inaccuracy.
- Council will generally complete the searches within 5-10 working days and will inform you when the file is ready to be inspected.
- Once notified you will have two (2) weeks to view the information.
- Owner's written consent is required to access certain types of information as outlined in Environmental Planning and Assessment Act 1979 and other relevant legislation.
- Council requires Public Access to Information Requests (GIPA Act) to access certain types of information, separate fees and application forms apply.

PROPERTY DETAILS

PROPERTY NAME: _____
UNIT/HOUSE NO.: _____ STREET NAME: _____
TOWN: _____ POSTCODE: _____
LOT: _____ SECTION: _____ DP/SP: _____
Who originally owned the house (i.e. who the dwelling was built for): _____
What year built (approx.): _____

APPLICANT DETAILS

NAME: _____
COMPANY: _____ REFERENCE: _____
POSTAL ADDRESS: _____
TOWN: _____ STATE: _____ POSTCODE: _____
PHONE NO.: _____ MOBILE: _____
EMAIL: _____
APPLICANT SIGNATURE: _____

OWNER'S CONSENT:

NAME(S): _____
PHONE NO.: _____ MOBILE: _____
OWNER(S) SIGNATURE: _____

DELIVERY OPTIONS

☐ EMAIL ☐ POST ☐ HOLD FOR COLLECTION

DETAILS OF DOCUMENTS REQUIRED (I.E. PLAN, CONSENT, FINAL OCCUPATION CERTIFICATE, ETC.): _____

PRIVACY STATEMENT: Information provided to Council may comprise personal information as defined under the Privacy and Personal Information Protection Act 1998. Personal information may be utilized by Council to assess any application under the Environmental Planning and Assessment Act 1979 and in accordance with other legislation. Please note that personal information may also be made available to third parties in accordance with the Government Information (Public Access) Act 2009.

OFFICE USE ONLY

TOTAL FEES:	\$ 60.00	RECEIPT NO.:		DATE RECEIVED:	
DEVELOPMENT APPLICATION NO.:					

17/9689