



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:

- For Development Applications **prior to 1 July 2010** a GIPA Formal Application is required.
- Searches involving numerous development applications 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.
- 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.

PROPERTY DETAILS

PROPERTY NAME: _____
 UNIT/HOUSE NO.: _____ STREET NAME: _____
 TOWN: _____ POSTCODE: _____
 LOT: _____ SECTION: _____ DP/SP: _____

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

DOCUMENTS REQUESTED

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

Year development was built (approx.): 20

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 per hour	RECEIPT NO.:	#	DATE RECEIVED:	
CERTIFICATE NO.:					