

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541

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1 Type of Search Required

Please tick type of search required – refer to explanatory notes section of this form.

- Building Plans
- Household Internal Drainage
- Development Consent
- Final Occupation Certificate

2 Property Details

House Number:

Lot or Portion No(s):

Deposited Plan No(s) or Parish Name:

Street:

Locality:

Approximate Age of Building:

3 Applicant's Details

Name:

Postal Address:

Town: Postcode:

Email:

Signature: Date:

Business Telephone:

Home Telephone:

Please Note: The information requested will be forwarded to the applicant's address, unless otherwise directed. If the applicant is not the owner of the property, the owner's written consent to apply for the information is required.

4 Owner's Details

I hereby consent to Council releasing the information requested on this form.

Name:

Postal Address:

Town: Postcode:

Signature: Date:

5 Preferred receipt method

Post (Hardcopy) or Email (Electronic)

Photocopying or scanning will apply as per Council's fees and charges

OFFICE USE ONLY – Related Files

Privacy Notification: The information on this form is being collected by Council for administrative and assessment purposes. It will be used by Council staff and other organisations for the purpose mentioned and may be included on a public register. Personal information contained on this form will be displayed on Council's website as required by the GIPA Act 2009. Persons identified on this form may at any time, apply to Council for access or amendment of the information.

This form may be displayed on Council's website in accordance with Government Information (Public Access) Act 2009

OFFICE USE ONLY

Receipt No:	
Date:	Fee:
Form Number: 3124	Issue Date: 08/2017
Version Number 5	Next Review date:



Explanatory Notes

Building Plans

Council will search its files for approved building plans in relation to a property and provide a copy of the plans to the applicant. No building plans are available for buildings approved before 1965.

Household Internal Drainage

Council will search its files for details of household drainage lines which carry wastewater to the reticulated sewerage system or septic disposal system (septic tank etc). A copy of the plan will be provided. If available and a plan is requested to be drawn there is a additional fee.

Development Consent

Council will search its records to determine whether development of the land has been granted development consent. A copy of the consent will be supplied to the applicant.