

Application for Records Search

Planning, Environment & Development Group

Government Information (Public Access) Act 2009

Guidance

Use this form to make an application for the informal release of plans and documents relating to development and building approvals.

If available, copies of requested plans and documents will be provided to the applicant. Photocopying/scanning/emailing and hard copy fees apply in accordance with Council's Fees and Charges.

Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.

- All documents submitted with this application must be listed on the [Transmittal Sheet](#).
- The application must be submitted in accordance with the Electronic Lodgement Guidelines.
- To facilitate prompt processing, all relevant information must be provided. Incomplete applications may be delayed or returned

1 Applicant details

Company Name (if applicable):			
ABN / ACN:			
Position:			
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (specify):			
First Name:			
Last Name:			
Email:			
Note: At least one contact phone number must be supplied.			
Mobile:		Home:	
		Business:	
Postal Address Shop /Unit / Street No.:			
Street Name:			
Suburb / Town / Village / Locality:			
State:		Postcode:	

Office use only

Related Policies: Legislative requirement

Issue Date: 1/12/2019

Review Date: 1/12/2020

Owned by (section): Development



F O R M 3 1 2 4

2 Applicant's preferences

Nominate relevant preference:

Hard copy – pick up Receive hard copy by mail Receive electronic copy by email

3 Application Type

<input type="checkbox"/> Building Plans	Council will conduct a search for approved building plans in relation to the nominated property. If available, copies of plans will be provided to the applicant. No building plans are available for buildings approved before 1965.
<input type="checkbox"/> Internal Drainage	Council will conduct a search for details of all internal drainage lines for residential development on the property which carry wastewater to a sewage management system (e.g. a septic tank) or Council's reticulated sewerage system
<input type="checkbox"/> Development Consent and (if relevant) stamped approved plans	Council will conduct a search of development approvals to determine whether development on the land has been granted development consent.
<input type="checkbox"/> Final Occupation Certificate	Council will conduct a document search to determine if a Final Occupation Certificate has been issued.
<input type="checkbox"/> Approval to operate an onsite sewage management system	Council will conduct a search for a current approval to operate an onsite sewage management system (OSSMS) on a property.

4 Development site – location and title details

Lot:		DP:		Section (where relevant):	
Portion No:		Parish:			
Shop / Unit / Street No:		Street name:			
Suburb:		Postcode:			
Area of Land (in m ² or hectares):		Approximate age of Building:			

5 Registered owners' details and consent

As the owner(s) of the above property, I/we consent to lodgement of this application.

Owner First Name:		Last Name:	
Owner Signature:			
Date:			
Company Name (if applicable):			
ABN / ACN (if applicable):			
Position (if owner is a company):			
If there is more than one owner, add additional owner(s) details.			
Owner First Name:		Last Name:	
Owner Signature:			
Date:			
Owner First Name:		Last Name:	
Owner Signature:			

Date:			
Owner First Name:		Last Name:	
Owner Signature:			

Date:			
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6 Applicant's declaration

I apply for the informal release of information under the Government Information (Public Access) Act 2009, s8 as nominated in this Form. I declare that all the information relating to this application is, to the best of my knowledge, true and correct.

I understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for additional information;

I acknowledge that this application may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:			
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Date:			
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Important information

Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or
- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of the *Privacy Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4429 3111

Lodgement details

You can lodge the completed application by **Email:** council@shoalhaven.nsw.gov.au or **In person:** Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.