



## Property Information Request Form

### Information for the Applicant

- This form is to be completed to view property, building or development files held by Council. If you need more information to complete this form please contact the Information Access Officer on 4823 4444.
- **Please print clearly and ensure all fields have been filled out correctly. Please tick  the appropriate boxes.**
- Complete the details on the back of this form and submit your request via any of the following methods:
  - In person at the Customer Service Desk at 184-194 Bourke Street Goulburn
  - Email via [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)
  - Post to The General Manager, Goulburn Mulwaree Council, Locked Bag 22 Goulburn, NSW 2580
- Once your application is received a Council Officer will contact you if further information is required.
- Payment can be made in person or over the phone by credit card

### Please Note

- Applicants must allow a minimum of **10 working days** for processing your request
- File viewings are available by pre-arranged appointments only

### Access to Development Applications

Some documents located in Council's records are classified as "Open Access" documents under Section 18 of the *Government Information Public Access (GIPA) Act*. This means any member of the public is able to obtain copies of these documents without permission from the creator or owner of the document. In relation to property, building and development files, these documents can be viewed by any member of the public upon completion of this application form and preparation of the file by Council staff, without the consent of the owner of the property.

From 31 August 2018, any development applications received, or records of decisions made before 1 July 2010 (as well as associated documents and records of decision) are not available under open access information within the definition under the *Government Information (Public Access) Act 2009* (GIPA Act) and the *Regulation 2018 (GIPA Regulation)*. The current owner's written authority is required with this application and fees and charges apply. Where the property is owned by a company, a letter of authority is required from a director of the company on a Company letterhead.

### Floor Plans, Architectural Drawings, Building Designs and Development Reports

Application may be made to Council to obtain copies of floor plans, architectural drawings, building designs and reports associated with the development process. To manage such information, it is a requirement of Council that any third party be made aware of the following provisions under both GIPA and Copyright Laws.

1. Applicants requesting to **view** property or development files shall not view the floor plans without written consent from the owner of the premises, or their nominated representative. Attach owner consent to the application.
2. To obtain **copies** of floor plans, the applicant must provide written consent from the copyright owner of the drawing or plan *and* written consent from the current owner of the property. Council staff cannot obtain this consent on your behalf. If consent cannot be obtained, the applicant must demonstrate to council their attempts to obtain such consent.
3. If consent is provided, the applicant shall be provided with a **copy** of the plans. At no time should a member of the public take photos of documents held on Council records by using a camera or smart phone device.

**Note:** The owner of the property is not always the owner of plans or drawings.

### Third Party Correspondence

Some property, building and/or development files managed by Council include documents/reports written by a third party. These documents/reports are submitted to Council as additional information required for the assessment of the development and subject to copyright. These documents are available to view at Council by appointment. To obtain copies of these documents the applicant is required to obtain written consent from the author of the document/report. Council staff cannot obtain this consent on your behalf. If consent cannot be obtained, the applicant must demonstrate to council their attempts to obtain such consent.

### Building Certificates

Copies of Building Certificates can only be provided with written consent from the owner of the property. Charges apply.

**Applicant**

Name: .....

Address: .....

Daytime Phone No: ..... Mobile: .....

Email: .....

**Details of Property**

Property Address: .....

Lot: ..... Section:..... Deposited/Strata Plan : .....

Any other information relevant to your request eg DA number:.....

**Purpose of Request**

- Vendor       Purchaser       Renovation       Historical       Other

**Documents Requested**

- Dwelling       Shed       Garage       Swimming Pool       Commercial

- OPTION 1 – INDIVIDUAL DOCUMENT SEARCH** (please select option in table below)

Required Document	Pre 1 July 2010	TICK	On or after 1 July 2010	TICK
Development Approval	\$15 each		No Charge	
Construction Certificate	\$15 each		No Charge	
Final Occupation Certificate	\$15 each		No Charge	
Building Certificate – Owner authority required	\$13 each		\$13 each	
Approval/Licence for Onsite Sewage Management System	\$15 each		No Charge	

- OPTION 2 - BASIC SEARCH FOR ONE DEVELOPMENT APPLICATION ONLY** – includes Development Approval, Construction Certificate, Final Occupation Certificate, Inspection Record, Plans, Third Party/Consultant Reports & Approval/Licence for Onsite Sewage Management System.

**Pre 1 July 2010 – \$75**

(Owner Consent Required)

**On or After 1 July 2010**

- OPTION 3 - COMPLEX SEARCH FOR MULTIPLE DEVELOPMENT APPLICATIONS** - includes Development Approval, Construction Certificate, Final Occupation Certificate, Inspection Record, Plans, Third Party/Consultant Reports & Approval/Licence for Onsite Sewage Management System.

**Pre 1 July 2010 – \$75 + \$50p/h**

(Owner Consent Required)

**On or After 1 July 2010**

***\*\*Copyright may apply for Plans and Third Party/Consultant Reports associated with development\*\****

***\*\*Photocopy/Scan charges apply as per Council's Fees and Charges\*\****

**Applicant Declaration**

I declare that I have attached the current owner's written authority (if required). I have read the information provided and agree to adhere to the process outlined on this form. I understand that the personal information Council is collecting from me as part of this application is collected for the purpose of processing my Property Information Request.

Signature of Applicant

Date

Council Staff to Complete – Amount Paid:

Receipt Number: