

1. Applicant details

Company name (if applicable)

First name Surname

Street address

Suburb State Postcode

Phone Mobile

Email

2. Details of the property file being requested

Lot and DP number of property

Street address of property

Purpose of request

Are you the owner of the property? **Yes** **No** If you ticked 'no', you are required to provide approval by the current owner before access to floor plans can be provided.

Documents requested (Photo copying fees apply)

<input type="checkbox"/> Development Application (DA)	<input type="checkbox"/> Approved site plan	<input type="checkbox"/> Home warranty insurance
<input type="checkbox"/> DA approval (consent)	<input type="checkbox"/> Building Certificate	<input type="checkbox"/> OSSM (on-site sewer) consent
<input type="checkbox"/> Approved elevation plans	<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Approved OSSM plan
<input type="checkbox"/> Approved floor plans	<input type="checkbox"/> Occupancy Certificate	<input type="checkbox"/> Final plumbing and drainage

3. Applicant declaration

I declare that I have read the information provided on this form and by submitting this form to Council, agree to adhere to the process stipulated herein when it comes to requesting to view or obtain information held on property files managed by Council.

Signature Date

Please email completed form along with letter of authority from the owner to council@coonambleshire.nsw.gov.au

Applications can take up to 5 working days to be processed. Please note there will be a \$60 fee for this service.

4. Additional information

- Approved internal floor plans will not be released without written consent from the current owner or their nominated representative. Please note, even if access to view floor plans has been granted; copying, downloading and/or printing of the plans may be in breach of the *Copyright Act 1968* unless consent is obtained from the copyright holder.
- Contact Council on 02 68271900 if you would like to view documents relating to a commercial property.
- For more information about the *GIPA Act*, please refer to Council's website www.coonambleshire.nsw.gov.au/Default.aspx?PageID=5231492&A=SearchResult&SearchID=14124928&ObjectID=5231492&ObjectType=1
- For more information on this form visit www.coonambleshire.nsw.gov.au/AboutCouncil/Public%20Information/public-information-information-about-development-applications

OFFICE USE ONLY

Date Received:/...../.....

Receipt No: #

Asst No: #

Privacy statement: The information you provide on this form is being collected by Council for the purpose of assessing your application and may be disclosed to another government agency as required by law. This information is required for assessment of your application, which may not be accepted or processed if all of the requested information is not provided. Your application will be included in a register that may be viewed by the public at any time. Please contact us if the information you have provided is incorrect, or has changed. Visit www.coonambleshire.nsw.gov.au/privacy for more information.