

## Informal Request to View Property File

Applicants Details					
Full Name				Title	
Given Name/s or Organisation					
Postal Address					
Town		Post Code		Mobile	
Phone		Email			
Applicants Signature				Date	
Details of the Property file being requested					
Lot No.		Section		Deposited Plan (DP) / Strata Plan (SP)	
No. and Street Name					
Town		Post Code			
Description of building				Approximate year of build	
Documents requested					
<input type="checkbox"/> Development Application	<input type="checkbox"/> Development Approval - NOD		<input type="checkbox"/> DA Notification		
<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> S68 Approval - OSSMS		<input type="checkbox"/> S68 Approval – Manufactured Dwelling		
<input type="checkbox"/> Occupation Certificate	<input type="checkbox"/> Complying Development Certificate		<input type="checkbox"/> Building Information Certificate		
<input type="checkbox"/> Final plumbing and drainage	<input type="checkbox"/> Approved site plans		<input type="checkbox"/> Other: _____		
<p>Are you the owner of the property? If the answer is no the Owners consent must be given prior to viewing the file. Please ensure the Owners consent table is completed.</p> <p><b>**Requests for other information must be specific to ensure that it meets the requirements for an informal access request. If you do not provide enough detail about the information you require Council may refuse your application or you may be required to submit a form request under the <i>Government Information Public Access (GIPA) Act 2009</i>.</b></p>					
Applicant declaration					
<p>I declare that I have read the information provided in this form and agree to adhere to the process stipulated herein when it comes to requesting to view or obtain information held on property, DA or building files managed by Council.</p>					
Date			Applicant Signature		
<p>Applications can take up to 10 working days to be processed. Council offers expediency fee which will prioritise your request. For credit card payments a 1.1% merchant charge will be added.</p>					

**Owner/s Consent (Required for all development information prior to July 2010)**

I/We:

Consent to open access information being made available to:

- Company Seal     Owner/s Signature/s     If Business, Office Held (all signatories required)

*Signatures and company seal*

**Fees and Charges**

File retrieval, copying and scanning fees may apply in accordance with Council's adopted fees and charges.

**Lodgment Details**

You can lodge the completed application by:  
**In Person:** 14 – 22 John Street, Coonabarabran  
**Mail:** PO Box 191, COONABARABRAN NSW 2357  
**Email:** [info@warrumbungle.nsw.gov.au](mailto:info@warrumbungle.nsw.gov.au)  
 For further information regarding your application please telephone (02) 6849 2000  
 Please note: Applicants must allow at least 10 business days turnaround time for processing each request.  
 File viewing time is by appointment. You will be contacted by a member of the Environment and Development Services team to book this appointment.

**Open Access Information**

Some of the documents held in Councils records are classified 'open access documents' under Section 18 of the Government Information Public Access (GIPA) Act 2009. This means any member of the public is able to access these documents free of charge under the provisions of the GIPA Act 2009.  
 In relation to property, building or DA files, the documents considered open access are listed under the document list on this application form. These items can be viewed by any member of the public upon completion of this application form. The following are not considered Open access, development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application and an administration fee in accordance with Council's adopted fees and charges may be applicable.

**Internal Floor Plans, architectural drawing and designs**

Internal floor plans of residential buildings submitted as part of an application are **not** considered to be open access information and you may not be able to view them or make a copy of them (unless you are the current owner – note Copyright still applies) [Schedule 1 (3)(2)(a) *Government Information (Public Access) Regulation 2018*].

**Copyright**

Please note that 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. Plans are protected under the Copyright Act 1968. To obtain copies of plans, applicants must provide written consent from the copyright holder of the drawings or plans (e.g. architect, building company etc.). Council (e.g. architect, building company etc.). Council staff cannot obtain this consent on your behalf.

**Third Party Correspondence**

Some property files managed by Council include documents that are not classified as open access or concern a third party. If a member of the public wishes to obtain copies of such information they may be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$31.50 application fee and a charge of \$38.85 per hour processing time applies.

**Council Use Only**

Date Received		Payment Code	*450		
Fees Paid		Date Paid		Receipt No	

### Administration Fees

Fee Description	Comment	Code	Amount	Applicable
Property File Search		450	\$42.00	<input type="checkbox"/>
Operation Administration Fees				<input type="checkbox"/>
<b>Black and White Photocopying</b>				
A4 per copy		450	\$1.20	<input type="checkbox"/>
A4 per 100 copies		450	\$79.50	<input type="checkbox"/>
A3 per copy		450	\$3.60	<input type="checkbox"/>
A3 per 100 copies		450	\$150.00	<input type="checkbox"/>
<b>Colour Photocopying</b>				
A4 per copy		450	\$3.52	<input type="checkbox"/>
A4 per 100 copies		450	\$150.50	<input type="checkbox"/>
A3 per copy		450	\$4.80	<input type="checkbox"/>
A3 per 100 copies		450	\$281.50	<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total cost</b>		<b>\$</b>		