



# Request to Access Building and Development Records

10 Graham Place, CASINO  
19-25 Woodburn Street, EVANS HEAD  
Locked Bag 10, CASINO, NSW, 2470  
Phone: 02 6660 0300 Fax: 02 6660 1300 [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)

GLRecordsAccessFee: <b>\$30.00</b>	Records use only
Date:	
Receipt No:	
Date viewed:	
Copies taken <input type="checkbox"/> Yes <input type="checkbox"/> No	CSO Initials:

<b>1. Applicant Details</b>	
Business Name: .....	
Surname: .....	First Name:.....
Postal Address:.....	
.....	Post Code:.....
Contact Number:.....	Email:.....

<b>2. Request Details</b>
Please describe the information you would like to access in enough detail to allow us to identify it:
.....
.....
.....

<b>3. Property Details</b>	
Please complete details of the property your enquiry relates to:	
Street/Property Address: .....	
Lot No: .....	DP or SP No: .....
Property No: .....	Land No: .....
Building Name: .....	Approximate Age of Building: .....
Description of Development: .....	
Are you the owner of this property?	
<input type="checkbox"/> Yes – Go to Section 5	
<input type="checkbox"/> No – Complete Section 4 if you require copies of documents	

#### 4. Property Owners Consent

If you are seeking copies of Building & Development Application files, and you are not the owner of the property, owner's consent is required.

Name of Property Owner: .....

Address: ..... Postcode: .....

I hereby consent to Council to:

Allow the applicant to take copies of any documents requested in this application.

Signature of Owner: ..... Date: .....

#### 5. Document Viewing

I would like to inspect the documents at:

Casino Administration Office

Evans Head Office

#### 6. Copying and Copyright Acknowledgement

The information being sought by you may have been provided to Council under copyright. Any release of information does not authorise use of that information other than for bona fide research and does not authorise further reproduction or distribution without the copyright owners consent.

I understand I may be required to pay a copying charge for any documents taken away in accordance with Council's adopted **fees and charges**.

Signature of Applicant: ..... Date: .....

**Information Delivery Time** - Requests to view Development and Building Records will be processed within seven (7) business days unless otherwise advised. Delays may occur when insufficient information is provided to process your request or where there is a large quantity of files involved.

**Availability of Council Files** - We endeavor to locate all applications relating to the property, however BA and DA files submitted to Council prior to the 1980's may not be available.

#### Privacy and Personal Information Protection Notice

**Purpose of collection** Public access to Council's documents.

**Intended recipients:** Council staff and is publicly available under the Government Information Public Access Act 2009.

**Supply** Voluntary, a consequence of non provision is that insufficient information will be provided.

**Access/Correction** Requests for access/ correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, contact the Council's Right to Information Officer.

**Storage:** This form will be recorded in Council's Corporate Records Management System upon receipt.