



Request to View Building and Development Records

You can lodge your application by:

Email to: council@richmondvalley.nsw.gov.au

Mail to: Locked Bag 10 Casino NSW 2470

In Person at Council Offices:

Casino Administration Office Corner of Walker Street & Graham Place	Evans Head Office Corner of Woodburn Street & School Lane
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Records Use Only:

CSO Use Only	File Viewed on:	Copies Taken <input type="checkbox"/> Yes <input type="checkbox"/> No	CSO Initials:
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1. Applicant Details

Surname:

First Name:

Postal Address:

Contact Number: Email:

2. Request Details

Please describe the information you would like to access in enough detail to allow us to identify it:

Is the information about your personal information? Yes No

3. Property Details

Please complete details of the property your enquiry relates to:

Street/Property Address:

Lot No: DP or SP No:

Building Name: Approximate Age of Building:

Description of Development:

Are you the owner of this property?

Yes – Go to Section 5 No – Complete Section 4 if you require copies of documents

4. Property Owners Consent	
If you are seeking to view Building & Development Application files, and you are not the owner of the property, it will expedite your application if the current owners consent is provided at this stage.	
Property Owners Details	
Name of Owner: (Please print)	
Address:	
I hereby consent to Council to:	
<input type="checkbox"/> Allow the applicant to take copies of any documents requested in this application.	
Signature of Owner:	Date
<i>Owners consent is required when the applicant is not the registered owner of the land.</i>	

5. Document Viewing	
I would like to inspect the documents at:	
<input type="checkbox"/> Casino Administration Office	<input type="checkbox"/> Evans Head Office

6. Copying 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: Contact the Council's Right to Information Officer.

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