



Access Building & Development Records

Applicant Details

Business name: _____

Given name: _____ Surname: _____

Postal address: _____

Phone: (H) _____ (W) _____ (M) _____

Email: _____

Property Details

Property / street address: _____

Lot no: _____ DP / SP no: _____

Property ID: _____ Land no: _____

Building name: _____ Approx age of building: _____

Are you the owner of the property? Yes _____ No (owner's consent required) _____

Request Details

Describe in detail the information being requested about the property:

Document Viewing

The applicant will be contacted by Council staff to advise when documents are available to view at the preferred location

Casino office

Evans Head office

OFFICE USE	GL- RecordsAccessFee	Copies provided:	yes	no
Date:		Date viewed:		
Receipt no:		CSO initials:		

Consent

As the applicant, I acknowledge the information being sought may have been provided to Council under copyright. Any release of information does not authorise use of information other than for bona fide research and does not authorise further reproduction or distribution without the copyright owner's consent. I understand a processing fee is payable to access the requested information and am responsible for copying or scanning charges in accordance with Councils adopted revenue policy.

Applicant's signature:

Date:

Copyright

Owner's consent is required to obtain copies of documents on file

Property owner's name:

Postal address:

I hereby consent to Council providing copies of documents requested within this application.

Owner's signature:

Date:

Terms & Conditions

Privacy protection information

Purpose of collection is for public access to Councils documents **and** its intended recipients are Council staff and is publicly available under the Government Information Public Access Act 2009.

Details are supplied voluntarily; a consequence of non-provision is 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 Councils Right to information officer.

Storage of this form will be recorded in Councils Corporate Records management system upon receipt.

Processing & delivery

Requests to view development and building records will not be actioned until payment is received.

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 or if large quantities of files are involved.

We endeavour to locate all applications relating to the property, however BA and DA files submitted prior to 1980 may not be available.