

Informal Request to View Property File

2024/25 Fees and Charges

Note: Applications may take up to **10 days** to be processed unless the urgency fee is paid, which will be completed within **48 hours**.

Please Tick Required Option/s

DOCUMENT TYPE	RECEIPT TYPE	TOTAL
<input type="checkbox"/> Informal Request to View a Property File	Receipt Type 103	\$22.50
<input type="checkbox"/> Informal Request to View a Property File Plus Urgency Fee	Receipt Type 103 Receipt Type 99	\$22.50+ \$42.00 \$64.50

APPLICANT DETAILS

Name:

Address:

Town/Suburb: State: Postcode:

Telephone: Mobile:

Email:

Please specify the information required:

- | | |
|---|---|
| <input type="checkbox"/> Development Consents (DA, CDC, BA) | <input type="checkbox"/> Building Certificates or Construction Certificates |
| <input type="checkbox"/> Occupation Certificates | <input type="checkbox"/> Approved Development Plans |
| <input type="checkbox"/> OSSM (on-site sewer) consent and plans | <input type="checkbox"/> Other: |

Applicant's Signature: Date:

Note: All owner/s consent is required to view a property file if required by Prospective Purchaser or Real Estate

PROPERTY DETAILS

Address:

Town/Suburb: State: Postcode:

Lot Number: Section: DP/SP Number:

OWNER/S CONSENT

Owner's name/s or Business Name/s: *(Note: If more than one owner, list all names)*

.....

Postal Address:

Town/Suburb: State: Postcode:

I as the abovementioned landowner consent to open access information being made available to the applicant.

Owner/s Signature/s: If Business, Office Held (at least 2 directors signatories if not Sole)

Name(s):

Office (e.g. Director):

Signature(s).....

OFFICE USE ONLY

Total Fees: \$..... Receipt Number: Date:

Fees and Charges	File access fees are applicable in accordance with Council's adopted fees and charges.
Privacy & Personal Information Protection Notice	<p>Purpose of collection: Public access to Council's documents under Schedule 1 <i>Government Information (Public Access) Act 2009</i>.</p> <p>Supply: Is voluntary, some information may not be provided due to access laws. If you require access to information that is not open access a formal application for information may be made to Council's Public Officer.</p> <p>Access/Correction: Requests for access / correction of information under Schedule 1 <i>Government Information (Public Access) Act 2009</i> or <i>Privacy & Personal Information Protection Act 1998</i>.</p> <p>Storage: This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is completed.</p>
Lodgement Details	<p>You can lodge the completed application by:</p> <p>In Person: 63 Elgin Street, Gunnedah NSW 2380</p> <p>Mail: PO Box 63, Gunnedah NSW 2380</p> <p>Email: council@infogunnedah.com.au</p> <p>For further information regarding your application please telephone (02) 6740 2100</p>
Open Access Details	<p>The following documents are considered open access under <i>Government Information (Public Access) Regulation 2018, Schedule 1 (3)</i></p> <p>CERTIFICATES</p> <ul style="list-style-type: none"> ▪ Construction Certificates ▪ Occupation Certificates ▪ Development Consent (excluding internal plans of a residential building) <p>REPORTS</p> <ul style="list-style-type: none"> ▪ Town planner reports ▪ Heritage consultant reports ▪ Tree inspection consultant reports ▪ Acoustics consultant reports ▪ Land contamination consultant reports <p>OTHER DOCUMENTATION</p> <ul style="list-style-type: none"> ▪ Home warranty insurance documents ▪ Structural certification documents ▪ Submissions received on development applications
Internal Floor Plans	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 [Schedule 1 (3) <i>Government Information (Public Access) Regulation 2018</i>].
Copyright	Due to the provision of the Copyright Act 1968, you will only be able to view certain information to which copyright applies. These may include plans, specifications etc. To enable you to obtain a copy of this information, you will need to provide proof of the Copyright Owners consent prior to any copy being provided.
Further Information	<p>Further information can be obtained from the Information and Privacy Commission:</p> <p>Website – www.ipc.nsw.gov.au</p> <p>Email – ipcinfo@ipc.nsw.gov.au</p> <p>Mail – GPO Box 7011, Sydney NSW 2001</p> <p>Freecall – 1800 472 679</p>