

Please print clearly in **BLOCK LETTERS** with a black pen.  
Ensure all fields have been filled out correctly.  
Please tick ☒ the appropriate boxes.  
Once your application is received a Council Officer will contact you if further information is required.

Please complete this form to view property building or DA files held by Council. If you need help in filling out this form, please contact the Customer Contact Team on 6499 2222 or visit our website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)

Please note: File viewing time is between 9-12pm and 2-4pm

**Please Note: There is a 48 hour turnaround time from the time of lodgement of this application.**

## Applicant details

Applicant	First name	<input type="text"/>	Surname	<input type="text"/>
Postal address <input checked="" type="checkbox"/>	<input type="text"/>			
	Suburb	<input type="text"/>	Postcode	<input type="text"/>
Contact	<input type="checkbox"/>	Phone	<input type="text"/>	Mobile
	<input type="checkbox"/>	Email	<input type="text"/>	

## Information requested

Please identify the information you would like to access by placing a tick in the box beside the documents listed below.

**Note:** Not all information recorded on Council files is considered "open access". Some information may require the customer to submit a formal GIPA Application, refer to GIPA Act Guidelines in Council's policy 5.12 Access to Information.

Lot and DP number of property

Street address of property

Purpose of request

Documents requested	<input type="checkbox"/> Development Application (DA)	<input type="checkbox"/> Building Certificate	<input type="checkbox"/> Application for approval – OSM
	<input type="checkbox"/> DA Notification	<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Application for approval – Rural Addressing
	<input type="checkbox"/> DA Advertisement	<input type="checkbox"/> Occupancy Certificate	<input type="checkbox"/> Application for approval - sewer
	<input type="checkbox"/> DA Approval	<input type="checkbox"/> Interim Occupancy Certificate	<input type="checkbox"/> Application for approval - water

## Applicant declaration

I declare that whilst viewing Council records I will adhere to Council's policy 5.12 Access to Information and its subsequent procedures.


Signature of applicant  Date

## Council Staff to complete

Does the applicant have written consent from the property owner to view the file? ☐ Yes ☐ No  
If 'yes' please attach a copy of the consent to this application form.

Does the applicant have written consent from the architect to release copies of plans (if requested)? If 'yes' please attach a copy of the consent to this application form. ☐ Yes ☐ No

Were copies of the requested documents provided? ☐ Yes ☐ No

	Date received	<input type="text"/>	Request processed by <input type="text"/>
	Appointment date	<input type="text"/>	