

# Request to view Property File

## Applicant Details

Date lodged

Your name Print name in full

Postal address  Street or PO

Town or Locality  Postcode

Contact Phone  Mobile

Email  Fax

## Property Details

Property address Lot  Section  DP

No. and Street

Town or Locality  Postcode

## Property Details

<input type="checkbox"/> Development Application (DA)	<input type="checkbox"/> Application for Approval – OSM	<input type="checkbox"/> DA Notification
<input type="checkbox"/> Occupancy Certificate	<input type="checkbox"/> DA Approval	<input type="checkbox"/> Interim Occupancy

\*Owner's consent must be given prior to the viewing floor plans. A copy of the consent must be attached with this application in order for it to be accepted and processed.

\*\*Requests for other information must be specific to ensure that it meets the requirements for an informal access request. If you do not provide enough detail about the information you require Council may refuse to process your application or you may be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$30.00 fee applies.

### Applicant declaration

I declare that I have read the information provided on this form and agree to adhere to the process stipulated herein when it comes to requesting to view or obtain information held on property, DA or building files managed by Council.

**Date**

**Signature of applicant**

**Please email completed form along with letter of authority from the owner (if required) to [council@begavalley.nsw.gov.au](mailto:council@begavalley.nsw.gov.au)**

Under the GIPA Act 2009 the above information requested must be made available for free. However, for urgent requests, Council charges a \$62 Expediency Fee.

## Information for the applicant

- Please complete this form to view property, building or DA files held by Council. If you need more information to help complete this form, please visit our website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)
- **Please print clearly in BLOCK LETTERS with a black pen. Ensure all fields have been filled out correctly. Please tick the appropriate boxes.**
- via email at [council@begavalley.nsw.gov.au](mailto:council@begavalley.nsw.gov.au); or
- by post to The General Manager, Bega Valley Shire Council, PO Box 492, Bega, NSW, 2550.
- Once your application is received a Council Officer will contact you if further information is required

**Please note:** Applicants must allow at least 10 business days turnaround time for processing each request.

File viewing time is by appointment. You will be contacted by a member of the Customer Service team to book this appointment.

## Open Access Information

Some of the documents held in Councils records are classified "open access documents" under Section 18 of the Government Information Public Access (GIPA) Act 2009. This means any member of the public is able to access these documents free of charge under the provisions of the GIPA Act 2009.

In relation to property, building or DA files, the documents considered open access are listed under document list on this application form. These items can be viewed by any member of the public upon completion of this application form. The following are not considered Open Access, development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application and a \$60.00 administration fee may apply.

## Floor plans, architectural drawing and designs

The owner of the property does not always own the Intellectual Property on the plans or drawings therefore members of the public must submit a request to Council to view or obtain copies of floor plans, architectural drawings, and/or building designs. To manage such information, it is a Council requirement for any third party to be aware of the following provisions under relevant laws:

For Privacy reasons, members of the public requesting to view property or DA files shall not view internal floor plans without signed written consent from the owner or occupier of the premises, or their nominated representative. This provision is subject to *Clause 56 of the EPA Reg 2000*.

**Please note:** Even if access to view floor plans has been granted; copying, downloading and/or printing of the plans may be in breach of the Copyright Act 1968 unless consent is obtained.

Plans are protected under the Copyright Act 1968. To obtain copies of plans, applicants must provide written consent from the copyright holder of the drawings or plans (e.g. architect, building company etc.). Council staff cannot obtain this consent on your behalf.

## Third party correspondence

Some property files managed by Council include documents that are not classified as open access or concern a third party. If a member of the public wishes to obtain copies of such information they may be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$30.00 application fee and a charge of \$30.00 per hour processing time applies.

For more information about the GIPA Act please refer to Council's website.