

Form | 250.2016.070.3

Property Information Request – Development Advice

Planning and Development

You can use this form to apply for specific property or land information.

You can lodge your application by either post, email or in-person at a Council Office.

Applicant

Name/s			Phone (AH)		
Postal Address			Phone (BH)		
Town	State	Postcode	Mobile		
Email					
Applicant Signature			Date		
Applicant Signature			Date		

Owner

Name/Company			Phone (AH)		
Contact Name (if company)			Phone (BH)		
Postal Address			Mobile		
Town	State	Postcode			
Email					
Applicant Signature			Date		
Applicant Signature			Date		

Land/Property

No	Street		Town		
Lot	Section	DP	Lot	Section	DP
Lot	Section	DP	Lot	Section	DP

Office Use: Parcel/Land Number:

Application Type

Information Requested

Copies / Viewing of Development and Building records

Under the provisions of Clause 264 and 266 of the Environmental Planning and Assessment Regulation 1994 I request copies of previous development related documents issued by Council:

- | | |
|--|---|
| <input type="checkbox"/> Development Approvals | <input type="checkbox"/> Construction certificate |
| <input type="checkbox"/> Plans related the issue of a Construction Certificate | <input type="checkbox"/> Occupation Certificates |

All other Documents - GIPA

All other documentation 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.

For more information about the GIPA please refer to Council website
<https://www.snowymonaro.nsw.gov.au/Council/Access-To-Information>

Declaration and Signature of Applicant

I/we the undersigned hereby apply for approval of the development proposal as described and as per the plans and specifications and documents accompanying the application. I/we undertake to develop in accordance with any approval granted by Council and conform to the provisions of the relevant Act(s), Regulations, Codes and the Local Environmental Plan. I/we further undertake to pay any fee or charge assessed by Council in connection with development and indemnify Snowy Monaro Regional Council against all claims arising from negligence (or otherwise) resulting from work carried out in connection with the development within the road reserve.

Applicant Signature

Date

Applicant Signature

Date

Consent of All Owners

All owners must sign this application form or provide written authority for the lodgement of the application.

Note: Company Ownership

In the case of a company ownership, in accordance in s127 of the *Corporations Act 2001*, please state in the signature/name area the authority of each signatory (Director/Secretary etc) (eg as *Director of ABC Holdings Pty Ltd*) OR attach further documentation as required.

Owners consent attached OR

As the owner/s of the above property described in this application, I/we consent to its lodgement. I/we hereby permit any duly authorised officer of Snowy Monaro Regional Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of Act(s), Regulations, or Planning Instruments. We advise that as landowners we are not aware of any known hazards that may be of harm to officers visiting the site.

Applicant Signature	Date
Applicant Signature	Date

Definitions | Notes | Instructions

Note 1 **Publicly available information**

Documentation relating to a development application is available for viewing by the public unless the information is/are (but not limited to):

- Plans and specifications of internal layouts or design of a residential building (only plans showing height and external configuration of a building including shadow diagrams and landscape plans relating to are available during the notification period)
- Commercial information, if the information would be likely to prejudice the commercial interest of the applicant, reveal trade secrets or have an adverse effect on the security of any building or structure.
- Names, addresses and other information that may identify the author of any submissions received in relation to the application
- Council Staff assessment advice, file notes, memos, emails or reports (other than those reports to an open meeting of Council) prior to the application being determined: or
- The list of names of recipients of public notification (lists of properties notified are available)
- Documents that Council decide to exclude from public view after applying public interest consideration.

Note 2 **Owners Consent**

If you are requesting information that is not publicly available, written permission from the land owner for disclosure is required. The written permission may be a signature on this form or an attached signed declaration from an owner/s specifying the information that can be supplied.

Note 3 **Subdivision Potential – Rural Areas**

Council will carry out a search to determine whether the legal ability exists for Council to approve of a subdivision in a rural zone under the provisions of its local environmental plan. This is a preliminary search only and no irrevocable decisions should be made upon such advice. A full assessment of Council's legal ability to approve the Subdivision will only occur upon lodgement of a Development Application. At this time, other considerations (eg access, natural risks, environmental effects etc) must be taken into account. The legal ability to approve the subdivision does not guarantee approval. A formal development (subdivision) consent is the only guarantee that Council will as per conditions of development consent permit a subdivision of the land.

Development Potential – Rural Dwelling

Council's legal ability to approve a dwelling in rural zones is governed by regulations contained within Council's Local Environmental Plans (LEPs). Council will search its records to determine whether it has a legal ability to approve a dwelling on the subject land in the event of a development application being lodged. Advice will not be provided stating that Council will approve a dwelling however will provide advice that states whether the subject land meets the requirements of the LEP that enable the approval of a dwelling.

Existing Use Rights

Even though a land use may be prohibited under the current zoning rules, some land uses may continue but only if:

- The use was established prior to the introduction of a planning instrument which requires that development consent be obtained for such a use, or
- The use was approved under a previous planning instrument but is now prohibited by a new instrument (or an amendment to the instrument).

Council will search its records to determine whether an "existing use right" exists. Whilst Council will endeavour to answer your enquiry, legally the onus remains on the applicant to prove existing use rights.

Note: Any expansion, enlargement, intensification, alteration, rebuilding or change of an "existing use" requires Development Consent.

Note 4 **Response**

The Council endeavours to provide a response within four weeks of payment.

For further information or assistance on completing this form, please contact Council.

Mail: PO Box 714 COOMA NSW 2630

Phone: 1300 345 345

Email: council@snowymonaro.nsw.gov.au

Web: snowymonaro.nsw.gov.au