

Form | 250.2016.070.7

Property Information Request

Planning and Development

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

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

Applicant

Name/s

Postal Address

Town

State

Postcode

Mobile

Email

Applicant Signature

Date

Applicant Signature

Date

Owner

Name/Company

Contact Name (if company)

Postal Address

Mobile

Town

State

Postcode

Email

Consent of All Owners

All owners must sign this form or provide written authority for plans related to the issue of a Construction Certificate to be provided to the applicants of the property information request.

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.) (e.g. 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 development approvals, construction certificates, occupation certificates and construction certificate plans to be provided

Owner Signature

Date

Owner Signature

Date

Land/Property

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

Information Requested

Copies/Viewing of Development and Building records

Under the provisions of Clause 240 and 242 of the *Environmental Planning and Assessment Regulation 2021* I request copies of previous development related documents issued by Council:

- | | |
|--|--|
| ☐ Development Approvals | ☐ Construction Certificate |
| ☐ Plans related the issue of a Construction Certificate | ☐ Occupation Certificate |
| ☐ Copy of Documents | ☐ Viewing of Documents |

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>

Definitions / Notes / Instructions
Note Publicly available information

Documentation relating to a development application is available for viewing by the public unless the information is (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.

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