

## REQUEST FOR COUNCIL TO UNDERTAKE SEARCH FOR DEVELOPMENT AND BUILDING APPLICATIONS

This form is to be completed when requesting Council to undertake a detailed search of historic records (prior to 1 January 2010) to identify whether any development and/or building applications have been issued on a property. Should Council identify development and/or building applications, they may be inspected free of charge or Council can provide copies (copying fees may apply).

### SECTION A - DETAILS OF APPLICANT

☐ Mr ☐ Mrs ☐ Ms ☐ Dr Other: \_\_\_\_\_

First Name: \_\_\_\_\_ Family/Company Name: \_\_\_\_\_

Flat/Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb or Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION B – OWNERS CONSENT (Must be completed)

☐ I have authority to act as the vendor's solicitor on behalf of the owner and to obtain a copy of records relating to the property listed as per Sections C and D below.

☐ I have attached an Authority signed by the legal owner of the property authorising the release of records.

☐ The owner has signed this form below.

☐ Not provided (*Note: only certain documents and/or plans will be made available*).

☐ Mr ☐ Mrs ☐ Ms ☐ Dr Other: \_\_\_\_\_

First Name: \_\_\_\_\_ Family/Company Name: \_\_\_\_\_

Flat/Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb or Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION C - IDENTIFY THE PROPERTY

Flat/Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb or Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Lot: \_\_\_\_\_ Section: \_\_\_\_\_ DP/MPS: \_\_\_\_\_

### SECTION D - DETAILS OF INFORMATION/PLANS REQUIRED (Must be completed)

☐ House ☐ Alterations/Additions/Extensions ☐ Outbuildings

☐ Shed ☐ Commercial/Industrial ☐ Other: \_\_\_\_\_

### SECTION E - OTHER INFORMATION (If known)

Builder: \_\_\_\_\_

Historic Owners: \_\_\_\_\_ Approx. Age of Building: \_\_\_\_\_

**PLEASE NOTE**

- Plan retrieval from archives is a 10 working day turnaround.
- Council provides the requested plans/documents in good faith that the use of them will not contravene any applicable copyright law.
- Undertaking a thorough search of Council records does not guarantee that any or all requested information is available.

**PLEASE RETURN TO COUNCIL@INVERELL.NSW.GOV.AU**

**SECTION F – PAYMENT DETAILS (\$60.00 ADMINISTRATIVE SEARCH FEE)**

☐ Cash   ☐ Cheque   ☐ Direct Deposit (BSB 082649 Acc 665 471 464)   ☐ Credit card (see below)

<b>Insert credit card details to be debited.</b>  A merchant Service Fee applies of 0.65%	Type of card	<input type="checkbox"/> Mastercard								<input type="checkbox"/> Visa								
	Credit card No.																	
	Cardholders Name																	
	Cardholders Signature																	
	Card Expiry Date									/	CCV							
	Contact Ph number																	
<b>Council Office Use Only</b>	Record #																	
Fees are in accordance with 2023-2024 Financial Year Fees and Charges																		