



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: _____

Family/Company Name: _____

First Name: _____ Surname: _____

Flat/Street No: _____ Street Name: _____

Suburb or Town: _____ Postcode: _____

Daytime Telephone: _____ Mobile: _____ Fax: _____

Email for Documents to be Sent: _____

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: _____ Surname: _____

Flat/Street No: _____ Street Name: _____

Suburb or Town: _____ Postcode: _____

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)

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

Insert credit card details to be debited. 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									
Council Office Use Only	Record #									
Fees are in accordance with 2024-2025 Financial Year Fees and Charges										