

Request for Search of Records

Development/Building Information

Applications may be made for Council to search its records for information about development/building work carried out or approved on a property.

Applicants should consider what information is required and for what purpose, which may assist the search process and ensure the correct information is provided if available.

Council's records are in several formats. Development applications and construction certificates received since July 1998 are mostly in electronic format with some in hard copy as well. A search of these records is more straightforward although all requested information might not be available.

Records prior to the above date are in multiple formats, hard copy, microfilm, microfiche, books/registers, cards and electronic thus requiring more research and time. It should be noted that it is unlikely that plans of work prior to 1970 are available.

There is a fee for searches to be carried out. The fee is structured recognising the type of request and accessibility of the records. The fee is for a request for information on a particular property. Requests for searches on multiple properties will incur a fee per property.

The fee for development/building information on a property since July 1998 is \$25.00. This includes copying/printing of up to 20 pages-A3 and A4. Documents larger than A3 will cost \$20.00 per sheet and more than 20 pages will incur additional copying charges.

The fee for older records is \$100.00, which includes up to 2.5 hours research and up to 20 pages of A4/A3 sheets. Documents larger than A3 will cost \$20.00 per sheet and more than 20 pages will incur additional copying charges. Searches beyond 2.5 hours will incur a fee of \$50.00 per hour thereafter.

The applicant will be contacted and notified of any additional charges prior to the copying/printing or additional research.

Application form **Application For Search Of Records** attached

GOSFORD CITY COUNCIL
Application for Search of Records
Development/Building Information



PO Box 21 Gosford 2250 Fax 4323 2477 Email goscity@gosford.nsw.gov.au

SEARCH FEE IS PAYABLE ON LODGEMENT OF THIS APPLICATION
(Please refer to the attached information sheet)

<p>Applicant Name & Address It is important we are able to contact you if we need further information and to be able to contact you when information is available to collect</p>	<p>Family Name (or company)..... Given Name..... Postal Address..... Daytime telephone No..... Mobile..... Fax..... Email.....</p>
<p>Owner Details Owners consent is required for floor plans</p>	<p>Owners name..... Owners signature.....</p>
<p>Location of Property We need this to correctly identify the land. Note: RMB No is NOT sufficient. In this case please provide Lot & DP.</p>	<p>Unit No..... House No..... Street..... Suburb..... Lot No..... DP.....</p>
<p>Information Required Please indicate requirements. Use back of form if more space required. Please Note: The plans may not be available and may be subject to copyright if not submitted as part of a development application.</p>	<p>Indicate the documents required</p> <p><input type="checkbox"/> Consent (DA Number)</p> <p><input type="checkbox"/> Construction Certificate</p> <p><input type="checkbox"/> Inspection Reports (Only Satisfactory Results apply)</p> <p><input type="checkbox"/> Engineering Certificates</p> <p><input type="checkbox"/> Other.....</p> <p>Indicate the plans required</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Floor Plan</p> <p><input type="checkbox"/> Elevations</p> <p><input type="checkbox"/> Other.....</p> <p>Note: Copyright document may require applicant to obtain approval from copyright holder for the report to be copied.</p>
<p>Document Delivery Details</p>	<p>Please indicate how you would like to receive the information:</p> <p><input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax</p>
<p>Other Relevant Information Please provide a reason for the request as this may assist with the search.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

I the undersigned below understand:

- 1 that the fee is for one property search and **no refund will be given** if the documents/plans are unable to be located.
- 2 Council may arrange to copy documents if no infringement of copyright is involved.
- 3 plans are unlikely to be available for building applications lodged prior to 1970.
- 4 if I am not the current owner of the property, I **must** obtain the owners consent to obtain copies of floor plans.
- 5 Council will conduct a thorough search of its records and archives to endeavour to satisfy this request and Council cannot guarantee that the plans for the property will be located or available for copying.
- 6 records prior to 1992 may be on microfiche or microfilm and are of a poor quality.
- 7 the information sheet attached to the search form.

Applicants Signature..... Date.....