

1. Applicant details

Company name (if applicable)

First name **Surname**

Street address

Suburb **State** **Postcode**

Phone **Email**

2. Details of the property file being requested

Lot and DP number of property

Street address of property

Purpose of request

Are you the owner of the property? Yes No If you ticked 'no', you are required to provide approval by the current owner before access to floor plans can be provided.

Documents requested Dated prior to 1 July 2010 (fee applies) Dated post 1 July 2010 (free)

Please be advised that documents dated prior to 1st of July 2010, will incur a service fee (Government Information (Public Access) Act 2009 (GIPA Act)). Documents dated after July 1st, 2010, are exempt from this fee. If you require assistance in determining the age of your property file, please don't hesitate to contact our Records team at 02 4474 1000.

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|--|---|---|
| <input type="checkbox"/> Development Application (DA) approval (consent) | <input type="checkbox"/> Approved site plan | <input type="checkbox"/> Home warranty insurance |
| <input type="checkbox"/> Approved elevation plans | <input type="checkbox"/> Building Certificate | <input type="checkbox"/> OSSM (on-site sewer) consent |
| <input type="checkbox"/> Approved floor plans | <input type="checkbox"/> Construction Certificate | <input type="checkbox"/> Approved OSSM plan |
| <input type="checkbox"/> Fire Safety Schedule | <input type="checkbox"/> Occupancy Certificate | <input type="checkbox"/> Final plumbing and drainage |
- Other Documents

3. Applicant declaration

I declare that I have read the information provided on this form and by submitting this form to Council, agree to adhere to the process stipulated herein when it comes to requesting to view or obtain information held on property files managed by Council.

Signature **Date**

Please email completed form along with letter of authority from the owner and [credit card form](#) (if required) to council@esc.nsw.gov.au

Applications can take up to 10 working days to be processed. For urgent requests, Council offers an [expediency fee](#), which will prioritise your request. For credit card payments, a 1% merchant charge will be added.

4. Additional information

Approved internal floor plans will not be released without written consent from the current owner or their nominated representative. Please note, even if access to view floor plans has been granted; copying, downloading and/or printing of the plans may be in breach of the *Copyright Act 1968* unless consent is obtained from the copyright holder.

For further information about the GIPA Act, please refer to Council's website
<https://www.esc.nsw.gov.au/council/governance/public-access-to-information>