

**Send your application to:**Eurobodalla Shire Council  
PO Box 99, Moruya NSW 2537  
(DX 4873 Moruya)  
[council@esc.nsw.gov.au](mailto:council@esc.nsw.gov.au)**If you need help:**Visit our Duty Development Officers at  
89 Vulcan St (cnr Campbell St), Moruya,  
or call us on 02 4474 1231**Office use** Receipt to **10001211001 43080**Fee   
Receipt No.   
Receipt date 

**Privacy Statement:** The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems. Visit [www.esc.nsw.gov.au/privacy-statement](http://www.esc.nsw.gov.au/privacy-statement) for more information.

**Part 1. Property details**

PIN(s)	<input type="text"/>	File no(s)	<input type="text"/>
Street no(s)	<input type="text"/>	Street	<input type="text"/>
Locality	<input type="text"/>		
Lot no(s)	<input type="text"/>	Deposited/ Strata plan	<input type="text"/>

**Part 2: Applicant details**

Name/ company full name, no initials	<input type="text"/>		
Postal address	<input type="text"/>		
Contact name if not the applicant	<input type="text"/>	Reference	<input type="text"/>
Daytime phone	<input type="text"/>	Mobile	<input type="text"/>
		Fax	<input type="text"/>
Email address	<input type="text"/>		<input type="checkbox"/> I agree to receive correspondence about this application by email
Signature	<input type="text"/>	Date	<input type="text"/>

**Part 3: Information requested**

A Building Records Search is a written summary of the development history according to Council records.

If you need to confirm or rely on this information, you should apply for a Final Occupation Certificate or Building Certificate.

Select questions to be addressed by the search:

- What building or development approvals are on the property file?
- Have any Final Occupation Certificates been issued?
- Has a Building Certificate been issued?
- Is there a registered survey on the property file?

Please list below any other specific questions you would like addressed:

**Please forward this completed Building Record Search Application form with payment to:**

Eurobodalla Shire Council, 89 Vulcan St (cnr Campbell), Moruya NSW 2537 (or PO Box 99, Moruya NSW 2537)

**Further assistance:** If you have any questions or need more information, please contact our Development Help Desk or visit our Moruya office between 8.30am - 4.30pm, Monday to Friday.

**Credit card payments can be made using the following link and forwarding the completed form with your application:** [www.esc.nsw.gov.au/council/forms](http://www.esc.nsw.gov.au/council/forms)