



Records search of development applications

under s.12 Local Government Act

Privacy Statement

Blue Mountains City Council (BMCC) is committed to protecting your personal information. In accordance with the Privacy and Personal Information Protection Act (PIPPA) 1998, BMCC will collect this information for the purposes in which it is intended and will only disclose it to the relevant Council Officers unless asking your permission. For further information please see BMCC's full Privacy Statement on the Blue Mountains City Council's website.

This application form is to be completed for requests to search Council development application records. Fees may apply.

Copying of records must be carried out by Council staff only. The use of cameras or other devices may not be used.

The application fee (where paid) includes five A4 pages of photocopying; any additional copying fees must be paid prior to the release of the documents. Fees apply for all other requests for copies of records.

Files can only be viewed by appointment.

Please note that some types of development application information can only be accessed under the Freedom of Information Act. This requires a separate application.

Office use only

Application number

Date processed

RECORDS SEARCH-2

request type

Applicant to view documents

Council to search and copy documents

applicant details

Name/ Company name

Postal Address

Township

Postcode

Contact telephone

Email address

Signature

Date

Please indicate whether you are:

Owner

Purchaser of property

Solicitor / agent

Other

property details

Lot N^o/s.

Section N^o.

DP N^o.

Street N^o.

Street name

Township

Postcode

current use of site

Single dwelling

Multi-residential

Commercial/Industrial

development application / file n^{os}.

If known

collection details

Please indicate your preference for collection of documents

Post to applicant

Email

Collect from

Katoomba

Springwood

further information

Blue Mountains City Council

KATOOMBA: 2-6 Civic Place

SPRINGWOOD: 104 Macquarie Rd

POSTAL ADDRESS:

Locked Bag 1005 Katoomba 2780

DX 8305 Katoomba

TELEPHONE: (02) 4780 5000

FACSIMILE: (02) 4780 5555

EMAIL:

council@bmcc.nsw.gov.au

WEB: www.bmcc.nsw.gov.au

PAYMENT DETAILS

Receipt No _____ PP/B _____

Date received _____

Received by _____

Ledger: AP

Copies of building certificates may only be obtained from council with the consent of the owner of the building and on payment of the approved fee, under Section 174 (3) of the Local Government Act. Survey reports may be viewed but not copied.

Queries relating to the status of an application or approval, interpretation of the conditions of consent or an analysis of building / engineering / health and safety inspections or file history are not covered under this application. Please complete the **Land Use Advice/ Information form.**

details required

Plans

Please specify the types of Plans eg. Site plan, elevations, landscaping, stormwater etc. NOTE: Building plans showing the internal configuration can only be obtained with the written permission of the owner.

Development related documents

Detail the type of documents eg., development consent, submissions, specific reports, construction certificate, notice of commencement of work, etc.

Certificates / inspection results

Specify the type of certificate required eg., Occupation Certificate. NOTE: Copies of building certificates or inspection results can only be obtained with the written permission of the owner. Survey Plans associated with a building certificate are subject to copyright and cannot be copied, but may be viewed.

Certified copies

For certified copies of any documents, map or plan referred to in an Environmental Plan.

Please state specific details of the information you are seeking

purpose for the information

This section is not compulsory, however it may assist the search to indicate the purpose for which you wish to obtain the documents.

owner consent

The owner's authorisation is required for copies of floor plans, inspection reports, or for a copy of a building certificate where the owner differs to the applicant. Should this section not be completed, the documentation will not be provided.

Owner Name/ Company name

Signature

Date

Office use only

File has been viewed at Business & Information Centre and form has been forwarded for registration.

Documents were copied and are attached to this request. Yes No

File is archived / offsite. An appointment to view the file is required at:

Katoomba Springwood

Application forwarded for registration to organise appointment.

Records are to be searched and copies provided. Application forwarded for registration.

Search fee paid.

Application received by

Date

