

**ACCESS TO BUILDING & DEVELOPMENT APPLICATIONS UNDER THE GOVERNMENT
INFORMATION (PUBLIC ACCESS) ACT 2009**

SVC-ENV-F-306-1

Part 1 – Application and site details

Site Details

Please list all properties subject to this application

Street	
Suburb	
Lot, DP, Strata Plan	

Applicant Details

Please print clearly and give all contact details.

If the applicant is a company, proof that the company is a legal entity must be given, by either company seal or company letterhead.

Surname	
Given Names	
Company Name	
Contact Person	
ABN	
Street/PO Box	
Suburb	
Email Address	

The personal information provided in this document is protected under the Privacy and Personal Information Protection Act, 1998. The PPIPA provides for the protection of personal information, and for the privacy of individuals. The Snowy Valleys Council must not disclose your Personal information to any person or body if it is not directly related to the purpose for which the information was collected.

If you have a complaint, or require further information about the collection and use of personal information, please contact Council's privacy Officer.

Owner Details

Are you the owner of the property: Yes No

Description of Applications E.g. dwelling, garage, swimming pool

Documentation Required – To be viewed or copied (copies will be charged at current rates as advertised).

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Development Application <input type="checkbox"/> Records on decision of DA's <input type="checkbox"/> Construction certificate <input type="checkbox"/> Building Permit/certificates <input type="checkbox"/> Statement of Environmental Effects <input type="checkbox"/> Occupation Certificate | <ul style="list-style-type: none"> <input type="checkbox"/> Inspection Reports <input type="checkbox"/> Building Certificate <input type="checkbox"/> Site Plan & Elevations <input type="checkbox"/> Structural / Sections <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Floor Plans (Only with owner's written consent) <input type="checkbox"/> Home warranty Insurance documents <input type="checkbox"/> Tree inspection consultant reports <input type="checkbox"/> Correspondence relating to the above Specifications <input type="checkbox"/> Engineers Details |
|--|---|

The current property owner is entitled to view the survey/geotechnical reports relating to their property however, copies of the report/s cannot be released. The report/s has a commercial value to the surveyor/engineer, and as such, copies of the report/s are to be obtained directly from the author of the report/s.

Form of Access

I wish to inspect the document(s)	Yes	No
I require a copy of the document(s)	Yes	No

- I understand that I will not be able to remove any information from Council's Custody
- I understand that the following documents cannot be viewed and or copied
 - Documents subject to legal professional privilege
 - Commercial information that prejudices the position of the person who supplied it or reveals a trade secret.
 - Documents affecting law enforcement and public safety or personal affairs of third parties or personnel matters.
 - Internal working documents.
 - Documents the subject of secrecy provisions or contain confidential material
 - Documents affecting financial and property interests.
- I understand that I must seek the Copyright Owner's Consent in order to use any part of a copyright document for any other purpose.
- I understand that I will be required to pay a charge for any photocopies that I may require. Payment of any photocopying charges is required prior to Council releasing the requested documentation.

Applicants Signature _____ Date: _____

Owner's consent

Internal Floor Plans: Internal floor plan layouts can only be copied and/or viewed if you are the owner or have the written consent of the owner. (All registered property owners of the land):

Owner Name: _____

Owner Address: _____

Owner's Signature(s) _____

Date: _____

I/we hereby give our consent for the applicant to view and/or copy the internal floor plans.

Personal Privacy

Under the Privacy and Personal Information Protection Act (PIPPA), Council is required to advise you that personal information being collected from you in relation to this matter will only be used for the lawful and proper functions of Council. Any such use will be in accordance with this Act and its associated Management Plan and Codes.

Enquiries concerning this matter can be addressed to the Privacy Contact Officer, Snowy Valleys Council, Box 61, Tumbarumba NSW 2653, by calling 02 6948 9100.

Part 2 – Information Sheet

When applying for Access to Council's files, the following should be noted:

1. Allow for 20 working days from the date of your application for the files to be located and for search and review of privileged documentation by staff. Council will contact you when the documentation is available.
2. A photocopying fee will be charged for all photocopying. Charges apply as per Council's Fees and Charges Policy.
3. Payment of any photocopying charges is required prior to Council releasing the requested documentation. Under no circumstances is it possible to reduce or waive the fees and charges payable.
4. Postage and handling fee may be applicable.
5. It should be noted that plans of work (building and development approvals) issued prior to 1970 are likely to be unavailable.
6. Submissions made in relation to applications made under the Environmental Planning and Assessment Act, 1979 may also be provided.

Office use only**Workflow**

1. Form assigned to Corporate Support Officer
2. Application assigned to Environmental Services
3. Within 20 working days from the date of the application - Environmental Services located material and notified applicant
4. Application closed.