



Application for Plan Perusal

Expiry Date: 30 June 2009

About this form

Important Information: please read carefully before completing your application

1. Any person with the written consent of the owner may make application to the Council for perusal of the building plans for that owner's property. The owners consent may be provided on this form or a separate letter of authority may be submitted with this form.
2. Fees shall be paid in accordance with Council's adopted fees and charges. The application fee is not refundable.
3. The responsible Council officers will carry out the necessary search to obtain the available records.
4. After lodging the application for a plan perusal, any plans held by Council for the property will be retrieved and made available for viewing at the customer services counter only. You will be contacted when the search has been completed and advised of the additional file retrieval charges that are to be paid.
5. The records that have been retrieved shall be held for a period of ten (10) working days, after which, failure of the applicant to respond will result in their filing. Response by the applicant after this time will require another application and fee.
6. Copying of the document will only be permitted in the following instances:-
 - a) If the application is over ten (10) years old.
 - b) If the application is within the last ten (10) years, only with author of the documents written consent.
7. Copying shall be either at Council at a charge or by private facility as approved by the Council. In the case of private facility the responsible officer shall make the necessary arrangements to have the documents delivered and collected from that facility. Copy charges shall be paid directly to the private facility.

Applicant's details

1. Your name, address and contact details

Title: Mr Mrs Miss Ms Other: _____
 Family name (or company):
 Given name(s):
 Address:
 Telephone (B) (....) Fax (....)
 Telephone (H) (....) Mobile:
 Contact person (only if a company etc):

2. Location and title description of the property

This will help us to correctly identify the property and retrieve the necessary records

Street No: Street:.....
 Suburb:
 Lot(s): Section:
 Deposited Plan(s): Strata plan:.....
 Other:

Get these details from rate notices, property deeds, or Council property maps.

	OFFICE USE ONLY		
Fee Description	Fee Amt	Receipt Code	
Plan Perusal Application Fee	\$55.00	29	
File Retrieval Fee (\$21.00 per file)		246	
Other			
Total:			

To be completed by Council's Cashier and Customer Service Officer.
GST may be applicable.
 Retain your receipt as proof of lodgement of the application.

⊗ Receiving Officer: Date:

⊗ Cashier: Date:

Ownership details

3. Who owns the land

Name(s):
 Address:
 Post Code: Phone (....)
 Fax (....)

4. Owner's Consent

Must be signed by the owner of the land. If more than one owner, every owner must sign. If the owner is a company or owner's association, must be signed by a director under common seal.

As owner of the land to which this application relates, I consent to the accessing of the building plans that exist for my property and to the copying of those plans, as applicable.

Signature: Date:

Signature

1. Your Declaration

I am applying to access the building plans for the subject property, in accordance with Council's "Plan Perusal" procedure. I agree to pay all required file retrieval and copying fee's, in accordance with Council's adopted fees and charges. I declare that all the information given is true and correct.

Signature: Date:

How to lodge this application

Address the application to: The General Manager
 Woollahra Municipal Council

You can send it to us by any of the following methods:

Post: PO Box 61
 Double Bay 1360
DX: DX 3607 Double Bay
Courier or personal delivery: Council Chambers
 536 New South Head Rd
 Double Bay NSW 2028

Contact us by phone, fax or electronically

Phone: (02) 9391 7000
Fax: (02) 9391 7044
E-mail: records@woollahra.nsw.gov.au
Web: www.woollahra.nsw.gov.au

Fees

The current fee for this service is \$55.00 application fee per property plus \$21.00 per file retrieved. The file retrieval charges do not have to be paid at the time of lodging the application.

Payment methods

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit Card payment will incur a processing fee.

Privacy notification

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

OFFICE USE ONLY - Customer Service Officer allocated application:			
Files to be retrieved:	Date Files Ordered	Date Applicant Contacted	Date Files Accessed



Credit Card Payment Form

All credit card payment will incur a processing fee currently 1%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment <i>This matter will not be processed until the credit card payment has been authorised</i>	Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA														
	Full Name on Credit Card															
	Credit Card No.				--				--				--			
	Card Expiry Date			--			Total Amount Paid	\$								
	Cardholder's Signature															
	Date					Contact Phone No.										

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For _____

Council Reference Eg. DA No.etc _____

Address (where applicable) _____

PRIVACY NOTIFICATION The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	