

# Application for Plan Perusal Form

Expiry date: 30 June 2019

## 1. Made under Section 18 of the Government Information (Public Access) Act 2009 and Schedule 1 of the Government Information (Public Access) Regulation 2009

**About this form** Use this form to make an application for perusal of the building plans for a certain property. Owners consent is required and can be provided on this form or a separate letter of authority. You will be contacted when the search has been completed and advised of additional file retrieval charges. Plans are available for viewing at the customer services counter only and are held for a period of ten (10) working days.

**Copying of files** Copying is permitted with the consent of the author of the documents or if the application is over ten (10) years old. Copying shall be either at Council at a charge or by private facility as approved by the Council. In the case of private facility, arrangements will be made to have the documents delivered and collected and charges shall be paid directly to the private facility.

## 2. Contact details

Title:  Mr  Mrs  Ms  Other: .....

Applicant's name: .....

Company contact: ..... ABN/ACN: .....

Postal address: ..... Post Code: .....

Phone (B): ..... Phone (M/H): ..... Fax: .....

E-mail: .....

## 3. Location and title description of the property

Unit, shop or suite: ..... Street No: ..... Street: ..... Suburb: .....

Lot(s): ..... Section: ..... Deposited Plan(s): ..... Strata plan: .....

## 4. Who owns the land?

Name(s): ..... Phone: .....

Company Name: .....

Address: ..... Post Code: .....

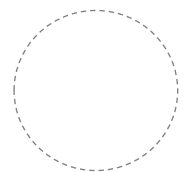
## 5. Owner's consent

NB: 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, or by provision of ABN/ACN together with your position in that Company.

As the registered owner(s) of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land to carry out inspections.

☒ Signature: ..... Name: ..... Date: .....

☒ Signature: ..... Name: ..... Date: .....



Affix Common Seal

Company/Strata Corp: ..... Position: ..... ABN/ACN No. ....

## 6. Files being sought

## 7. Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation and for processing of payments. If you do not provide the information, Council will not be able to process your application and/or payment. The information in the DA form will be available to Councillors, Council Officers, consultants to Council and members of the public as required by the Act. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## 8. 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:** ..... **Name:** ..... **Date:** .....

## 9. How to lodge this application

### Address the application to:

The General Manager Woollahra Municipal Council  
Post: PO Box 61 Double Bay 1360  
DX: DX 3607 Double Bay  
Delivery: Council Chambers, 536 New South Head Rd  
Double Bay NSW 2028

### How to contact us by phone, fax or electronically

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

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. You can catch the train to Edgecliff Station and take the 324, 325 or 326 bus or walk from the interchange at the Edgecliff Centre. Short-term customer parking spaces are available on site.

## 10. Fees

The current fee for this service is \$27.50 application fee per property plus \$77.50 per file retrieved. The file retrieval charges do not have to be paid at the time of lodging the application.

## 11. Office use only

Fee Type	Fee	Receipt Code	Office Use Only
Plan Perusal Application Fee	\$27.50	29	
File Retrieval Fee	\$77.50	246	
Other	\$		
Total	\$		
Date Files Ordered			
Date Applicant Contacted			
Date Files Accessed			

Cashier's Name: ..... Signature: ..... Date: .....  
Payment Processed:  Yes  No