

Bega Valley Shire Council

REQUEST TO VIEW PROPERTY/DA FILE

Application form

1. Information for the applicant

- Please complete this form to view property, building or DA files held by Council. If you need more information to help complete this form please contact the Customer Contact Team on 6499 2222 or visit our website www.begavalley.nsw.gov.au
- Please print clearly in BLOCK LETTERS with a black pen. Ensure all fields have been filled out correctly. Please tick the appropriate boxes.
- Once the details on the back of this form are completed you can submit your request either:
 - in person at Council's Zingel Place Office in Bega;
 - via email at council@begavalley.nsw.gov.au; or
 - by post to The General Manager, Bega Valley Shire Council, PO Box 492, Bega, NSW, 2550.
- Once your application is received a Council Officer will contact you if further information is required.

Please note:

- Applicants must allow up to 48 hours turnaround time for processing your requests.
- File viewing time is between 9am and 12pm, and 2pm until 4pm.

2. Open access information

Some of the documents held in Council's records are classified "open access documents" under Section 18 the *Government Information Public Access (GIPA) Act*. This means any member of the public is able to obtain copies of these documents without permission from the creator or owner of the document.

In relation to property, building or DA files, the documents considered open access are listed under part 6 of this application form. These items can be viewed by any member of the public upon completion of this application form and preparation of the file by Council staff.

3. Floor plans, architectural drawings, and designs

Members of the public are able to submit a request to Council to obtain copies of floor plans, architectural drawings, and/or building designs. To manage such information, it is a Council requirement for any third party to be aware of the following provisions under both Privacy and Copyright Laws.

1. Members of the public requesting to **view** property or DA files shall not view internal floor plans without signed written consent from the owner or occupier of the premises, or their nominated representative. This provision is subject to Privacy Laws and is reflected in Council *policy 5.12 Access to Information*.
2. To obtain **physical copies** of internal floor plans, members of the public must provide written approval from the owner of the drawings or plans. Council staff cannot obtain this consent on your behalf. If consent cannot be obtained, the applicant must demonstrate to Council their attempts to obtain such consent.
3. If consent is provided, members of the public shall be provided a **hard copy** of the plans. At no time should a member of the public take photos of documents held on Council records by using a camera or smart phone device.

Note:

The owner of the property does not always own the Intellectual Property (IP) on the plans or drawings.

4. Third party correspondence

Some DA and/or property files managed by Council include documents written by a third party. If a member of the public wishes to obtain copies of such information he or she will be required to submit a formal request under the *Government Information Public Access (GIPA) Act 2009*, to which a \$30.00 fee applies. For more information about the GIPA Act please refer to Council *procedure 5.12.1 Government Information Public Access (GIPA) Act*.

5. Applicant details

Applicant

First name

Surname

Postal address

Suburb

Postcode

Contact

Phone

Mobile

Email

6. Details of property, building or DA file being requested

Lot and DP number of property

Street address of property

Purpose of request

Documents requested

- | | | |
|-------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Development Application (DA) | <input type="checkbox"/> Building Certificate | <input type="checkbox"/> Application for Approval – OSM |
| <input type="checkbox"/> DA Notification | <input type="checkbox"/> Construction Certificate | <input type="checkbox"/> Application for approval – Rural Addressing |
| <input type="checkbox"/> DA Advertisement | <input type="checkbox"/> Occupancy Certificate | <input type="checkbox"/> Application for approval – Sewer |
| <input type="checkbox"/> DA Approval | <input type="checkbox"/> Interim Occupancy | <input type="checkbox"/> Application for approval – Water |

7. Applicant declaration

I declare that I have read the information provided on this form and agree to adhere to the process stipulated herein when it comes to requesting to view or obtain information held on property, DA or building files managed by Council.

Signature of applicant

Date

8. Council staff to complete

Is the information being requested included in the list of “open access” documents provided on this form? If yes, provide copy of document.

Yes

No

If requesting to **view** internal floor plans, has the applicant provided evidence of written consent from the property owner (or their representative) to view such plans? *If yes, allow applicant to view only.*

Yes

No

If requesting to **obtain a copy** of plans, has the applicant provide evidence of written consent from the architect or drawer of the plans for Council to make such a copy? *If yes, provide a hard copy only.*

Yes

No

Is the information being requested written by a third party (a person other than the owner of the property)? *If yes, ask applicant to submit formal GIPA Application.*

Yes

No