

APPLICATION FOR RECORDS SEARCH

Office Use Only –

Receipt No.

Date

Fee

The Shoalhaven City Council – Development and Environmental Services Group

Administration Centre, Bridge Road, Nowra • Telephone (02) 4429 3111 • Fax (02) 4429 3178 • Post: PO Box 42, Nowra 2541
 Southern District Office, Deering Street, Ulladulla • Telephone (02) 4429 8999 • Fax (02) 4429 8939 • Post: PO Box 737, Ulladulla 2539

1 TYPE OF SEARCH REQUIRED

PLEASE TICK TYPE OF SEARCH REQUIRED – REFER TO EXPLANATORY NOTES SECTION OF THIS FORM.

Building Plans

Household Internal Drainage

Subdivision Potential (Rural Areas)

Development Consent

Outstanding Conditions of Development Consent

Final Occupation Certificate

3 APPLICANT'S DETAILS

Name

Postal Address

Town Post Code

Signature

Business Telephone

Home Telephone

Please Note: The information requested will be forwarded to the applicant's address, unless otherwise directed. If the applicant is not the owner of the property, the owner's written consent to apply for the information is required.

2 PROPERTY DETAILS

House Number

Lot or Portion No(s)

Deposited Plan No(s) or Parish Name

Street

Locality

Approximate Age of Building

4 OWNER'S DETAILS

I hereby consent to Council releasing the information requested on this form.

Name

Postal Address

Town Post Code

Signature

Date

OFFICE USE ONLY – Related Files

5**EXPLANATORY NOTES**

This application form has been designed as a multipurpose form. **Fees and charges will vary** according to type of search requested.

Building Plans

Council will search its files for approved building plans in relation to a property and provide a copy of the plans to the applicant. **No building plans are available for buildings approved before 1965.** A search fee is not payable however, photocopying or plan printing charges may apply. You will be advised of any charges applicable when you receive the plans.

Household Internal Drainage

Council will search its files for details of household drainage lines which carry wastewater to the reticulated sewerage system or septic disposal system (septic tank etc). A copy of the plan will be provided. A fee is payable for preparing the plan in accordance with Council's current "List of Fees, Charges and Rentals".

Subdivision Potential – Rural Areas

Council will carry out a search to determine only whether the legal ability exists for Council to approve of a subdivision in a rural zone under the provisions of its local environmental plan. This is a preliminary search only and no irrevocable decisions should be made upon such advice. A full assessment of Council's legal ability to approve the subdivision will only be made upon

Subdivision Potential – Rural Areas (continued)

lodgement of a subdivision application. At this time other considerations (eg. access, natural risks, environmental effects etc.) must be taken into account. The legal ability to approve the subdivision does not guarantee approval. A formal development (subdivision) consent is the only guarantee that Council will as per conditions of development consent permit a subdivision of the land. Payment of Councils "General Property Information" fee must be paid with the application. Should the time taken to research the information exceed one hour, an additional charge will be made on a per hour basis.

Development Consent

Council will search its records to determine whether development of the land has been granted development consent. A copy of the consent will be supplied to the applicant. A search fee is not applicable in this instance, however photocopying charges may apply.

Outstanding Conditions of Development Consent

This advice usually requires an inspection of the premises. It is not recommended that such information be requested until it is established whether a consent has been issued and what conditions were attached. In some cases it will be obvious whether the conditions have been met without paying for an inspection.

An inspection fee will be charged in accordance with Council's current List of Fees, Charges and Rentals. Payment will be required with the application.

Privacy Notification –

The information on this form is being collected by Council for administrative purposes. It will be used by Council staff for the purposes relating to your enquiry. The supply of this information to Council is voluntary. Persons identified on this form may at any time, apply to Council for access or amendment of the information.