

# Property Information Request Form

## Information for the Applicant

- This form is to be completed to access property, building or development files held by Council. If you need more information to complete this form please contact the Information Access Officer on 4823 4444.
- **Please print clearly and ensure all fields have been filled out correctly. Please tick  the appropriate boxes.**
- Complete the details on the back of this form and submit your request via any of the following methods:
  - In person at the Customer Service Desk at 184-194 Bourke Street Goulburn
  - Email via [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)
  - Post to The Chief Executive Officer, Goulburn Mulwaree Council, Locked Bag 22 Goulburn, NSW 2580
- Once your application is received a Council Officer will contact you if further information is required.
- Payment can be made in person or over the phone by credit card.

### Please Note

- You must allow a **minimum of 20 working days** for your request to be processed.
- File viewings are available by pre-arranged appointments only.

## Copyright on Building Plans and Development Reports

Some property, building and/or development files managed by Council include documents/plans/reports written/drafted by a third party. These documents are submitted to Council as additional information required for the assessment of the development and may be subject to copyright. Application may be made to Council to view/obtain copies of documents. To manage such information, Council has obligations under the *Government Information Public Access Act 2009 (GIPA)*, *Privacy and Personal Information Protection Act 1998* and *Copyright Act 1968*.

1. To obtain **copies** of plans or reports written consent must be obtained from the copyright owner. Council will provide the details of the copyright owner for consent to be sought.
2. Council cannot obtain this consent on your behalf. If consent cannot be obtained, you must demonstrate to council your attempts to obtain such consent.
3. If consent is provided, you shall be provided with a **copy** of the plans.
4. Subject to the below open access definitions the property owner's consent may also be required prior to viewing/releasing any documents.
5. At no time during a viewing shall a member of the public take photos of documents held on Council records by using a camera or smart phone device.
6. Access to floor plans will only be provided with the current property owner's consent.

**Note: The property owner is often not the copyright owner of plans or reports.**

## Access to Development Applications Pre 1 July 2010

Development applications received, or records of decisions made **before** 1 July 2010 (as well as associated documents and records of decision) are **not** classified as open access documents under the GIPA Act and the *Government Information (Public Access) Regulation 2018* (GIPA). To view/obtain copies of these documents the current property owner's written consent is required with this application and fees and charges apply. Where the property is owned by a company, an ASIC report is required to show you can act on behalf of the company.

(Documents released subject to the above Copyright requirements)

## Access to Development Applications Post 1 July 2010

Development applications received, or records of decisions made **after** 1 July 2010 are classified as open access documents under the GIPA Act and GIPA Reg. This means any member of the public is able to view/obtain copies of these documents without permission from the property owner with this application.

(Documents released subject to the above Copyright requirements)

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**Applicant**

Name: .....  
Address: .....  
Daytime Phone No: ..... Mobile: .....  
Email: .....

**Details of Property**

Property Address: .....  
Lot: ..... Section:..... Deposited/Strata Plan : .....  
Any other information relevant to your request eg DA number:.....  
.....

**Purpose of Request**

- Sale of Property       Purchase of Property       Renovation       Historical

**Documents Requested for**

- Residential       Commercial       Garage/Shed       Swimming Pool       Fire Safety Schedule
- COMPLEX SEARCH FOR DEVELOPMENT APPLICATIONS** - includes Development Approval, Construction Certificate, Occupation Certificate, Inspection Records, Approval/Licence for Onsite Sewage Management System & Plans and Third Party/Consultant Reports subject to Copyright.
  - Pre 1 July 2010 – \$85 + \$55p/h       On or After 1 July 2010
  - Owner Consent** – Required for Pre 1 July 2010

**\*\* Photocopy/Scan charges apply as per Council’s Fees and Charges \*\***

**\*\* Copyright may apply for Plans and Third Party/Consultant Reports associated with development \*\***

**Applicant Declaration**

I declare that I have attached the current property owner’s written authority (if required). I have read the information provided and agree to adhere to the process outlined on this form. I understand that the personal information Council is collecting from me as part of this application is collected for the purpose of processing my Property Information Request.

Signature of Applicant  Date

**Council Staff to Complete – Amount Paid:      Receipt Number:**

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