

Port Macquarie-Hastings Council
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FORM: DE161

pmhc.nsw.gov.au

Application for Copies of Development Documents

In accordance with provisions under the Environmental Planning and Assessment Act 1979 and the Government Information (Public Access) Act 2009 (GIPA) Informal Access to Information under Part 2 Division 1 (8).

- Copy of development documents – where the record is held in digital form.
- Copy of Building Information Certificate - owners consent is required.
- Copy of development documents – where the record is paper, a pre-2010 development, at archives or where a detailed search is required. Additional fees may apply.
- Copy of house/internal drainage diagram
 In many cases these records are not readily available. If your request relates to a property sale and the requirement to have a house/internal drainage plan with a contract of sale under the Conveyancing Act, Council can provide you with a letter advising these records are not available in the ordinary course of business. If your enquiry is of this nature, please call us before lodging this form.

Processing Times

Documents are in digital format and/or are easily identifiable	20 business days
Extensive searches (for example): <ul style="list-style-type: none"> • Subdivision records • Development applications pre-2010 • Commercial properties • Multi-storey residential / Townhouses • Results that require a development planner or GIPA (Schedule 1 or 2) review. For example, public interest tests, commercial in confidence, privacy, copyright restrictions. 	Processing times vary. An assessment will be made usually within 3 days from receipt of your application and the timeframe and cost for copies of the record(s) will be communicated to you.

Is what you want on our website?

Development details and documents associated with recent applications are available on Council's website at: www.pmhc.nsw.gov.au/application-tracker. In many cases development documents for applications lodged with Council from 2014 onwards are held in digital format and are available free of charge on line.

Older documents are often in paper form and held at off-site archive stores. These search requests can take longer to complete and additional copying fees may apply in accordance with GIPA provisions.

Fees

Refer to Council's adopted fees and charges at www.pmhc.nsw.gov.au. Application fees can be paid at any Port Macquarie-Hastings Council Customer Service Centre (Port Macquarie, Wauchope and Laurieton) or by credit card over the phone on 02 6581 8111.

Applicant Details

Name _____

Company Name _____

Contact Name _____

Postal Address _____

Email _____

Phone _____

Are you the owner of the land on which the building is erected? Yes No

Applicant Signature

Development details

Please tell us a little about the nature of your request. *For example I am a prospective seller/purchaser/agent, I am considering future alterations and extensions, etc.*

Delivery

All documents will be made available to view or download on Council's website -

<https://datracker.pmhc.nsw.gov.au/Home/Search>.

For certain document types, Council may need to make them available via file drop service or email.

Property

Unit /

Street No. _____

Street _____

Suburb _____

Post Code _____

Lot _____

No/DP/SP _____

My enquiry is about the

Dwelling

Previous alterations / additions *ie. deck, shed, granny flat, etc*

Swimming pool / spa

Carport / Shed / Garage

Gazebo / Outdoor area

Business / Commercial premise

Other – please specify.

I am requesting a copy of the following documents

Approval / Consent

Plans (site, elevation, hydraulic, engineering, design, floor).

Specify:

Final Occupation Certificate, final inspection report or inspection document.

Specify:

Building Information Certificate (**requires owners consent**)

House/internal drainage diagram

Other – please specify.

Owners Consent

I give permission for Council to release a copy of the Building Information Certificate to the Applicant listed on this application form.

Sign:

A covering letter from the owner or proof of purchaser under contract of sale is attached separately.

Date:

Signatory name:

Contact number:

Terms

I acknowledge that this search will be undertaken based on the information I have provided on this form. Refunds are not provided for unproductive searches or if incorrect details are supplied for example, incorrect property references.

Privacy

The personal details requested on this form are required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. This form will be stored electronically in the Council's electronic document management system. Access to this information is restricted to Port Macquarie-Hastings Council officers and other people authorised under the Act. 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.

Copyright

The Government Information (Public Access) Act (GIPA) provides that anyone may inspect certain documents held by a council, including (among others) development applications and associated documents. It follows that anyone has a statutory right to inspect development application and associated documents, subject to GIPA, and to take away copies. A council complying with its obligation under GIPA does not breach copyright law. However, a person who through this process obtains a copy of survey or other plans subject to copyright would be in breach of copyright law if those plans were later used in a way adverse to the interest of the holder of the copyright. For example, a person who obtains a copy of the plans and specifications for a building the subject of a development application would breach copyright law if those plans and specifications were used without the copyright holder's consent as the basis for another development proposal on a different parcel of land. Liability in such a case would rest with the person who committed the breach.

If you do copy, reproduce, republish, upload to a third party, transmit or distribute in any way plans, building specifications or other documents subject to copyright, contrary to the provisions of the Copyright Act 1968 (Cth) you will be taken to have indemnified Port Macquarie-Hastings Council against any claim or action in respect to breach of copyright.

Office Use

Property Number(s)		
CRM Number		
Development application references		
Fee Paid - Receipt Number		Cashier Code 193
Date received by Council		