

# APPLICATION FOR COPIES OF DEVELOPMENT DOCUMENTS

(Informal Access to Information Request under Part 2 Division 1 (8) of the Government Information (Public Access) Act 2009 - GIPA)

DE161

You cannot use this form to apply for information under Schedule 1 of the GIPA Act. Schedule 1 covers information for which there is conclusive presumption of overriding public interest against disclosure.

You cannot apply for information considered as excluded information of particular agencies as listed under Schedule 2 of the GIPA Act.

## IMPORTANT INFORMATION

**Is what you want on-line?** You can look up development details and download some documents for recent applications using our on-line service [www.pmhc.nsw.gov.au/application-tracker](http://www.pmhc.nsw.gov.au/application-tracker).

Council holds a large number of development records within archive and central stores in paper and digital format. We will conduct a search of our records systems, however due to the age of a record or other circumstances beyond our control, sometimes records cannot be found.

## FEES

\$41.25	Copy of development documents (does not include Building Certificate or Internal Drainage Diagram)  Additional fees may apply for extensive searches at a rate of \$30.ph. Customers will be advised by email if additional time and fees apply.
\$13.00	Building Certificate
\$35.00	Internal plumbing & drainage diagram - copying fee

## PROCESSING TIMES (from receipt of application)

Minor Development ..... 20 business days

### Major Development

Motels/hotels, commercial or industrial buildings, multi-storey residential buildings, subdivisions, townhouses or villas. Processing times vary depending on the scale of the enquiry, location and age of the development. An assessment will be made within 3 days of receipt of your application and a timeframe and cost will be advised by email.

## DEVELOPMENT TYPE (tick where relevant)

- Dwelling    Additions & Alterations    Swimming Pool /Spa    Carports/Sheds    Gazebo/BBQ  
 Other - please specify

## DOCUMENTS REQUESTED (tick as relevant)

- Approval/Consent  
 Development plans (site, elevation, hydraulic, design, floor). Owners consent (see page 2) is required for  
 floor plans. Final occupation certificate, final inspection report or final inspection letter.  
 Building Certificate  
 Internal plumbing and drainage diagram  
 Other - please specify

**PORT MACQUARIE-HASTINGS COUNCIL**

PO Box 84, Port Macquarie NSW 2444 DX 7415

PMQ Office: (02) 6581 8111   Laurieton Office: (02) 6559 9958   Wauchope Office: (02) 6589 6500



PORT MACQUARIE  
HASTINGS

**DELIVERY METHOD** Send the documents to me by:

- Post
- Collection from Council's Port Macquarie Office
- Email - via Council's file drop service. If documents are too big to email, I understand they will be posted to me.

*I acknowledge this document search request will be carried out based on the information supplied on the form. If incorrect details are supplied a refund will not be provided. Additional fees may apply if further records are required.*

**APPLICANT DETAILS**

Applicant Name:		Your Ref:
Postal Address:		Postcode:
Phone No.	Mobile No.	
Email Address:		

**PROPERTY DETAILS**

Lot No.	Section No.	Deposited Plan No.	Strata Plan No.
Street No.	Street Name:		
Suburb:		Postcode:	

**OWNERS CONSENT**

*I/We, being the current owners of the property above, hereby give permission for **Floor Plans** to be provided to the applicant as named on this request.*

Owner/s Name:			
Postal Address:			Postcode:
Phone No.			Date:
Owner/s Signatures:			

**OFFICE USE**

Property Number:			
Amount Received:			(Code 193)
Receipt Number:			
Date Received:			
Officer Initials:			