Ph 02 6549 3700 • Email council@muswellbrook.nsw.gov.au

PO Box 122 Muswellbrook NSW 2333 Campbell's Corner 60-82 Bridge Street, Muswellbrook

www.muswellbrook.nsw.qov.au

## **Property Information Request**

Use this form to request information about a property relating to planning, building or development.

A	Reques	st						
Copy of development application consents only   Free*	Туре	Des	scription					
Flood levels and associated flooding information \$225.00	۸		Dwelling p	ermissibility				\$263.50
Copy of certificates, plans, approvals etc. for developments including analysis of information/written response \$250.00     Copy of certified plans (price per development application) \$69.02     Retrieval of historical records \$126.48     Printing fees apply for hard copy documents as per Council's current Fees & Charges	^		Flood leve	ls and associated flooding inf	ormation			\$263.50
Copy of certified plans (price per development application)  Retrieval of historical records \$126.48  Printing fees apply for hard copy documents as per Council's current Fees & Charges  Please provide details of what you are searching for:  Site details Details can be obtained from rates notice, property deeds or Council property maps  Unit/shop/suite no Street no Street Name  Suburb Assessment no  Lot/portion no Section no Deposit/strata plan no  Applicant details  Company name (if applicable)  Name Email  Postal address Phone  Owner's consent its required when the applicant is not the owner and floor plans are requested. All property owners must sign or provide a letter of consent. In the case of a company owners must sign or provide a letter of consent. In the case of a company owner details  Name Email Phone  Postal address Signature  Email Phone  Postal address Signature  Email Phone  Phone  Phone  Postal address Email Phone			Copy of de	velopment application conse	nts only			Free*
Retrieval of historical records \$126.48  Printing fees apply for hard copy documents as per Council's current Fees & Charges  Please provide details of what you are searching for:  Site details Details can be obtained from rates notice, property deeds or Council property maps  Unit/shop/suite no Street no Street Name  Suburb Assessment no  Lot/portion no Section no Deposit/strata plan no  Applicant details  Company name (if applicable)  Name Email  Postal address Phone  Owner's consent is required when the applicant is not the owner and floor plans are requested. All property owners must sign or provide a letter of consent, in the case of a company owner floor plans, permission of the body corporate is also required.  Name Email Phone  Postal address Signature  Email Phone  Postal address Signature  Phone	В	☐ Copy of certificates, plans, approvals etc. for developments including analysis of information/written respo						\$250.00
Printing fees apply for hard composition of the surrent Fees & Charges  Please provide details Details can be obtained from rates notice, property deeds or Council property maps  Unit/shop/suite no Street no Street Name  Suburb Assessment no  Lot/portion no Section no Deposit/strata plan no  Applicant details  Company name (if applicable)  Name Email  Postal address Phone  Owner's consent is required when the applicant is not the owner and floor plans are requested. All property owners must sign or provide a letter of consent. In the case of a company owning the subject land, all Directors must sign the application and the company seal must also be attached. In the case of requesting floor plans for strata units with shared floor plans, permission of the body corporate is also required.  Name Email Phone  Postal address Signature  Phone  Postal address Signature  Phone								
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Applicant details  Company name (if applicable)  NameEmail		_				Assessment no		
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Postal address Signature Phone	company o	owning	g the subject la	nd, all Directors must sign the applica	tion and the company sea			
Name Email Phone	Name			Email	Ι		Phone	
	Postal	l add	ress			Signature		
	Name			Email	I		Phone _	

## Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may be unable to process your application. Council is collecting this personal information from you in order to provide Council approved services. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Direct enquires concerning privacy matters to the Public Officer.

Payment M	lerchant fee	is applicable	on all credit o	card transactions

Council's Customer Service Team will contact you to take payment. A merchant fee is applicable on all credit card transactions.

Payment Contact Name	
Payment Contact Number	

Type		Code / GL Fee Send to Workflow			
	Dwelling permissibility	59 / 2300.3930.826	\$263.50	- RFPI - Type A	
Α	Flood levels and associated flooding information	59 / 2300.3930.826	\$263.50	i.e. Customer Service Group for payment Development Planner for response	
В	Copy of consent for developments	No charge unless issuing hard copies (standard printing fees apply)	-	- RFPI – Type B (No Fee) i.e. <i>Planning Admin Group</i> ONLY	IMPORTANT: if a combination of Type A and Type B is ordered, send to workflow
	Copy of certificates, plans, approvals etc for developments including analysis of information/ written response	59 / 2300.3930.826 10 / 2280.500.826	\$250.00	i.e. Customer Service Group for payment Planning Admin Group for response*  *Planning Admin to create associated task if response from Development Planner is required.	- RFPI – Combined i.e. Customer Service Group for payment Development Planner for Type A response Planning Admin Group for Type B response
	Copy of certified plans	59 / 2300.3930.826	\$69.02		
	Retrieval of historical records		\$126.48		