

Property Information Request

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

Request

Type	Description	Price
A	<input type="checkbox"/> Dwelling permissibility	\$274.00
	<input type="checkbox"/> Flood levels and associated flooding information	\$274.00
B	<input type="checkbox"/> Copy of development application consents only	Free*
	<input type="checkbox"/> Copy of certificates, plans, approvals etc. for developments including analysis of information/written response	\$250.00
	<input type="checkbox"/> Copy of certified plans (price per development application)	\$70.62
	<input type="checkbox"/> Retrieval of historical records	\$131.41

*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 details

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 _____
Name _____ Email _____ Phone _____
Postal address _____ Signature _____

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 Merchant fee is applicable on all credit 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 _____

Office use only

Type		Code / GL	Fee	Send to Workflow	
A	Dwelling permissibility	59 / 2300.3930.826	\$274.00	- RFPI – Type A	IMPORTANT: if a combination of Type A and Type B is ordered, send to workflow - RFPI – Combined i.e. <i>Customer Service Group</i> for payment <i>Development Planner</i> for Type A response <i>Planning Admin Group</i> for Type B response
	Flood levels and associated flooding information	59 / 2300.3930.826	\$274.00	i.e. <i>Customer Service Group</i> for payment <i>Development Planner</i> for response	
B	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	
	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. <i>Customer Service Group</i> for payment <i>Planning Admin Group</i> for response*	
				* <i>Planning Admin</i> to create associated task if response from <i>Development Planner</i> is required.	
	Copy of certified plans	59 / 2300.3930.826	\$70.62		
	Retrieval of historical records		\$131.41		

Total payment received

Date

Receipt