

# APPLICATION FOR SEARCH & VIEWING OF APPLICATION FILES

(Relates to Development Applications, Construction Certificates, Building Applications, Footpath Seating Applications and Subdivision Applications)

You can apply to Council to view various application files and to subsequently obtain copies (**subject to Council's photocopying fees**) of certain documents and extracts of plans from such files.

**NOTE:**

- Council cannot guarantee that the search will provide the information you require.
- Council will generally complete the searches for current/recent files within 5 working days and for non current/recent files within 10-15 working days and will inform you when the file is ready to be inspected.
- **Once notified you will have two (2) weeks to view the information before it is returned to Archives.**

Please complete the application form providing all relevant information and as much detail as you can in regard to your request to minimise delays and to ensure Council can fulfil your search request. Submit the completed form to our Customer Service Centre, 55 Spring Street, Bondi Junction. Should you require assistance please contact Council's Customer Service Centre on 9369 8000.

**APPLICANT DETAILS** *(It is important that we are able to contact you if more information is needed and to forward scanned documents, so please complete the below information)*

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No. (Daytime): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY DESCRIPTION** *(This will help us to correctly identify the subject property)*

Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Lot & DP/SP No.: \_\_\_\_\_

**APPLICATION FILE REQUIRED** - I request to view and possibly have copies from the following file/s:

Type of File	Tick	Application Number/s <i>(State the number to ensure your search can be completed)</i>
Development Application		
Building Application		
Construction Certificate		
Footpath Seating Application		
Subdivision Certificate		
Are you requiring specific information ie plans of the building, details of the pool, details of the approved use of the building or other information?		<i>(Please provide details)</i>