



Health, Planning or Building Search Application

Ashfield Council will search for certain documents recorded on our files subject to the completion of this application form and only with the written consent of the current owner or owners. If consent cannot be obtained from the current owner/s, you may only be able to access the information you require by making a Freedom of Information (FOI) request to Council. A separate application form for this request is available from Council's Customer Service Centre.

Please note: We do not have an Open File Policy, so we will require you to clearly identify the documents you are seeking to view on this form and we will search our files for those documents. If the documents you are seeking cannot be located on our files, we will contact you and inform you of this. You may then wish to lodge an FOI request as described above to request Council to search any other files we may have beyond our planning and building application files. Regardless of whether or not the documents you are seeking are located by us on our files, we will charge the search application fee.

You will be notified once the search of our files has been completed. If we locate the documents you require, you will be invited to attend our Customer Service Centre to view the documents and copies of same can be made for you subject to a copying fee. The documents will be held for you for a maximum period of fourteen (14) days from the time of notification. Failure to attend Council within this time frame will result in Council returning the documents to its files and you will need to reapply and another fee will be incurred for their retrieval. Should you require an extension of time, contact the Planning & Building Department on 9716 1800.

Please note: Some documents may not be able to be accessed due to intellectual property rights such as reports that may accompany a development application, eg, acoustic consultant's reports, traffic engineer's reports, contamination reports and the like.

All sections of this form must be completed or your request will not be accepted or processed.

1. Identify the land you wish to carry out the search.

Flat	Street No.	Street name	Suburb	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postcode	Lot No.	Section	Deposit Plan/Strata Plan No. (i.e DP/SP)	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

These details are available from rate notice, property deeds, or from property maps. If unsure ask Customer Service for assistance.

2. Details of the applicant

Name of Applicant:

Street No.	Street name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone No. (Home)	(Work No.)	(Mobile No.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email:

3. Owner's Consent

This section must be signed by the owner of the land, according to Council's records. If there is more than one owner, then every owner must sign. If the owner is a Company or Strata Plan, it must be signed by a Director or Secretary under Common Seal.

Signature:	<input type="text"/>
Print Name:	<input type="text"/>
Signature:	<input type="text"/>
Print Name:	<input type="text"/>
Signature:	<input type="text"/>
Print Name:	<input type="text"/>

Please affix Company seal here

4. Information required

Please list each document that you would like us to search our files for and the reason you require the document in the table below:-

Document Type (eg, DA application form, consent)	Reason for Seeking Access to Document

I declare that all the information given is true and correct.

For office use only

I also understand that:

- * owner's consent has been provided;
- * plans cannot be copied unless consent from the plan's owner is obtained;
- * additional fees will be payable for copying;
- * if incomplete, the application may be delayed or rejected;
- * search may not reveal the information required;
- * refunds of fees will not be given.

Signature: _____

Date: _____

OFFICE USE ONLY

BA File Number	DA File Number	Plans copied	Yes/No

	Cashier Code	Amount	Receipt No.	Date
Health, Planning or Building Search Fee (per hour or part thereof)	219	\$136.00		
Photocopying fee*	473			

*Contact Council on 9716 1800 for details of fees payable.

RESULT OF SEARCH: Please indicate when search was conducted, what documents were copied, & sign and date

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Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and may only be made publicly available during any public notification process for this application, or upon formal request under Section 12 of the Local Government Act 1993 or the Freedom of Information Act 1989.