

# ACCESS TO BUILDING & DEVELOPMENT APPLICATIONS UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009



## Part 1 – Application and site details

### Site Details

Please list all properties  
subject to this application

Unit no/s  Street no/s   
 Street   
 Suburb  Postcode   
 Lot, DP, Strata Plan

### Applicant Details

Please print clearly and give all  
contact details.

If the applicant is a company,  
proof that the company is a legal  
entity must be given, by either  
company seal or company  
letterhead.

Surname   
 Given Names  Title   
 Company Name   
 Contact Person (if company)

### Postal Address

Street   
 Suburb  Postcode   
 Phone  Mobile   
 Fax  Email

### Owner Details

Are you the owner of the property: Yes  No

### Description of Applications

Eg. dwelling, garage,  
swimming pool

### Application Number

(If known)

### Documentation Required

<input type="checkbox"/> Development Consent	<input type="checkbox"/> Site Plan & Elevations
<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Floor Plans <i>(Owners consent is required for floor plans)</i>
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Specifications
<input type="checkbox"/> Statement of Environmental Effects	<input type="checkbox"/> Engineers Details
<input type="checkbox"/> Occupation Certificate	<input type="checkbox"/> Structural / Sections
<input type="checkbox"/> Inspection Reports	<input type="checkbox"/> Shadow Diagram
<input type="checkbox"/> Building Certificate	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Application Form	<input type="checkbox"/> Other _____

### Note:

The current property owner is entitled to view the survey/geotechnical reports relating to their property however, copies of the report/s cannot be released. The report/s have a commercial value to the surveyor/engineer, and as such, copies of the report/s are to be obtained directly from the author of the report/s.

### Form of Access

I wish to inspect the document(s)  Yes  No  
 I require a copy of the document(s)  Yes  No

## Application Tracking

Council has an online Application Tracking tool ([www.lakemac.com.au](http://www.lakemac.com.au)) that enables documentation to be accessed online for development applications, construction certificates, and complying development certificates.

Please Note: Only limited information is available online for applications submitted prior to 15 March 2004, dating back to 1982.

- I understand that I will not be able to remove any information from Council's Custody
- I understand that the following documents cannot be viewed and or copied
  - Documents subject to legal professional privilege
  - Commercial information that prejudices the position of the person who supplied it or reveals a trade secret.
  - Documents affecting law enforcement and public safety or personal affairs of third parties or personnel matters.
  - Internal working documents.
  - Documents the subject of secrecy provisions or contain confidential material
  - Documents affecting financial and property interests.
- I understand that I must seek the Copyright Owner's Consent in order to use any part of a copyright document for any other purpose.
- I understand that I will be required to pay a charge for any photocopies that I may require. Payment of any photocopying charges is required prior to Council releasing the requested documentation.

Applicant Signature:  Date:

### Owner's consent

**Internal Floor Plans:** Internal floor plan layouts can only be copied and/or viewed if you are the owner or have the written consent of the owner. **(All registered property owners of the land):**

Owner Name

Owner Address

Owner's Signature(s)  Date:

I/we hereby give our consent for the applicant to view and/or copy the internal floor plans.

### Personal Privacy

Under the Privacy and Personal Information Protection Act (PIPPA), Council is required to advise you that personal information being collected from you in relation to this matter will only be used for the lawful and proper functions of Council. Any such use will be in accordance with this Act and its associated Management Plan and Codes.

Enquires concerning this matter can be addressed to the Privacy Contact Officer, Lake Macquarie City Council, Box 1906, Hunter Region Mail Centre, NSW 2310, or by calling the Customer Service Centre on 4921 0333.

## Part 2 – Information Sheet

When applying for Access to Council's files, the following should be noted:

1. Allow for 20-25 working days from the date of your application for the files to be located and for search and review of privileged documentation by staff. Council will contact you when the documentation is available. The documentation will be kept at Council's Customer Service Centre for collection.
2. A photocopying fee will be charged for all photocopying. Charges apply as per Council's Pricing Policy.

*Payment of any photocopying charges is required prior to Council releasing the requested documentation. Under no circumstances is it possible to reduce or waive the fees and charges payable.*

3. Postage and handling fee of \$4.35 applicable for items invoiced over \$10.00.
4. It should be noted that plans of work (building and development approvals) issued prior to 1970 are likely to be unavailable.
5. Submissions made in relation to applications made under the Environmental Planning and Assessment Act, 1979 may also be provided.

## How to lodge your application:

Address your application to: Development Assessment & Compliance  
Lake Macquarie City Council  
Box 1906  
Hunter Region Mail Centre 2310

Personal delivery 126-138 Main Road,  
Speers Point NSW 2284

How to contact us Phone (02) 4921 0333  
Fax (02) 4958 7257  
Email [council@lakemac.nsw.gov.au](mailto:council@lakemac.nsw.gov.au)