

### 1. Information for the applicant

Please complete this form to view property, building or DA files held by Council. If you need more information to help complete this form please contact the Customer Service Team on (02)6226 1477 or visit our website [www.yassvalley.nsw.gov.au](http://www.yassvalley.nsw.gov.au). Once your application is received a Council Officer will contact you if further information is required

Please note:

- ✧ Applicants must allow up to 5 business days turnaround time for processing your requests.
- ✧ File access will be provided via Councils online portal. An email message will be sent to you using the email address provided on this form with instructions on how to access the portal.
- ✧ Access to the requested data will be available for up to 21 days.
- ✧ Information provided on the Online Portal may contain Personal Information which is protected under the *Privacy and Personal Information Protection Act 1998* (PIPA Act). It is a breach of the Act to use or release this information without permission.

### 2. Open access information

Some of the documents held in Councils records are classified "open access documents" under Section 18 of the Government Information Public Access (GIPA) Act. This means any member of the public is able to obtain copies of these documents without permission from the creator or owner of the document.

In relation to property, building or DA files, the documents considered open access are listed under part 6 of this application form. These items can be viewed by any member of the public upon completion of this application form.

### 3. Floor plans, architectural drawings, and designs

The owner of the property does not always own the Intellectual Property (IP) on the plans or drawings therefore members of the public must submit a request to Council to obtain copies of floor plans, architectural drawings, and/or building designs. To manage such information, it is a Council requirement for any third party to be aware of the following provisions under both Privacy and Copyright Laws:

- ✧ Members of the public requesting to view property or DA files shall not view internal floor plans without signed written consent from the owner or occupier of the premises, or their nominated representative. This provision is subject to Privacy Laws and is reflected in Council procedure - Access to Property Files - DA-OP-1 and policy - GOV-POL-13 Access To Information.  
**Please note:** *Even if access to view floor plans has been granted; copying, downloading and/or printing of the plans will be in breach of the Copyright Act 1968.*
- ✧ To obtain copies of internal floor plans, applicants must provide written approval from the owner of the drawings or plans (e.g architect, building company etc.). Council staff cannot obtain this consent on your behalf. If consent cannot be obtained, the applicant must demonstrate to Council their attempts to obtain such consent.
- ✧ If consent is provided, the applicant shall be provided a copy of the plans. Plans are protected under the Copyright Act 1968.

### 4. Third party correspondence

Some DA and/or property files managed by Council include documents written by a third party. If a member of the public wishes to obtain copies of such information he or she will be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$30.00 fee applies.

For more information about the GIPA Act please refer to Council Procedure GOV-OP-14 - Access To Information.

## 5. Applicant details

Company name (if applicable)

First name  Surname

Street Address

Suburb  State  Postcode

Phone  Mobile

Email

An email address is required to send portal login details to access the requested information

Are you the owner of the property?  Yes  **No** See section 3. You are required to provide approval by the current owner before access to the information can be provided.

## 6. Details of property, building or DA file being requested

Lot and DP number of property

Street address of property

Purpose of request

### Documents requested

Development Application (DA)	Site Plan	Exterior Plans
DA Notification	Building Certificate	Application for approval - OSSM Application
DA Advertisement	Construction Certificate	for approval - Rural Addressing
DA Approval	Occupancy Certificate	Application for approval - Sewer
Elevations	Interim Occupancy	Application for approval - Water
Floor Plans*	Building Inspections	Other**

\*Owner's consent must be given prior to the viewing floor plans. A copy of the consent must be attached with this application in order for it to be accepted and processed.

\*\*Requests for other information must be specific to ensure that it meets the requirements for an informal access request. If you do not provide enough detail about the information you require Council may refuse to process your application or you may be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$30.00 fee applies.

## 7. Applicant declaration

I declare that I have read the information provided on this form and by submitting this form to Council, agree to adhere to the process stipulated herein when it comes to requesting to view or obtain information held on property, DA or building files managed by Council.

Please email completed form along with letter of authority from the owner (if required) to:  
[council@yass.nsw.gov.au](mailto:council@yass.nsw.gov.au)

### Office Use Only:

File Number:		Scanned	Profile Created
Date Received:	/ /	Classified	Email Sent
Date Uploaded:	/ /	Folders Created	Expiry Notification
Expiry Date:	/ /	Uploaded	Deleted