

# Informal Request to View a Property File

## 1. Applicant details

Company name (if applicable)

First name  Surname

Street address

Suburb  State  Postcode

Phone  Email

## 2. Details of the property file being requested

Lot and DP number of property

Street address of property

Purpose of request

Are you the owner of the property? Yes ☐ No ☐

Is the property; Residential ☐ Commercial ☐

**Documents requested** Dated prior to 1 July 2010 (fee applies) ☐ Dated post 1 July 2010 (free) ☐

Please be advised that documents dated prior to 1st of July 2010, will incur a service fee (Government Information (Public Access) Act 2009 (GIPA Act)). Documents dated after July 1st, 2010, are exempt from this fee. If you require assistance in determining the age of your property file, please don't hesitate to contact our Records team at 02 4474 1000.

Development Application (DA)  
DA approval (consent)  
Approved elevation plans  
Approved floor plans  
Fire Safety Schedule

Approved site plan  
Building Certificate  
Construction Certificate  
Occupancy Certificate

Home warranty insurance  
OSSM (on-site sewer) consent  
Approved OSSM plan  
Final plumbing and drainage

Other Documents

## 3. Applicant declaration

I declare that I have read the information provided on this form, acknowledge any applicable fees, and confirm that the information I have provided is true and accurate. By submitting this form to the Council, I agree to follow the process outlined herein for requesting access to or obtaining information from property files managed by the Council.

Signature  Date

Please email completed form and [credit card form](#) (if required) to [council@esc.nsw.gov.au](mailto:council@esc.nsw.gov.au)

## 4. Additional information

Applications can take up to 10 working days to be processed. For urgent requests, Council offers an expediency fee, which will prioritise your request. For credit card payments, a 1% merchant charge will be added.

Current application fees can be found on Council's website  
<https://www.esc.nsw.gov.au/council/plans-and-reporting/current-fees-and-charges>

Please note: copying, downloading and/or printing of the plans may be in breach of the Copyright Act 1968 unless consent is obtained from the copyright holder.

For further information about the GIPA Act, please refer to Council's website  
<https://www.esc.nsw.gov.au/council/governance/public-access-to-information>

**Privacy statement:** The information you provide on this form is being collected by Council for the purpose of assessing your application and may be disclosed to another government agency as required by law. This information is required for assessment of your application, which may not be accepted or processed if all of the requested information is not provided. Your application will be included in a register that may be viewed by the public at any time. Please contact us if the information you have provided is incorrect, or has changed. Visit [www.esc.nsw.gov.au/privacy](http://www.esc.nsw.gov.au/privacy) for more information.