

OPEN ACCESS REQUEST FOR INFORMATION ABOUT DEVELOPMENT APPLICATIONS

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

You do not need to be the owner of the property

APPLICANT DETAILS

First name Surname

Street number Street name

Suburb Postcode

Contact phone number Email address

This helps us suggest and locate other documents that may assist you.

Reason for requesting documents:

PROPERTY DETAILS

Lot number DP/SP DA/CC (if known)

Street number Street name

Suburb Postcode

FILES REQUESTED

Dwelling Deck / pergola / awning
Alterations and additions Carport / garage / shed
Pool Dual occupancy / multi unit housing / granny flat
Other:

Most information since 2009 is available on the Council's **DA Tracker**.

INFORMATION REQUESTED

Submissions on development applications Development application form
Delegate / Council report Construction certificate application form
Construction certificate Development consent
Inspections reports Home owners warranty/owner builder permit
Orders relating to properties Occupation certificate (from 2000)
Existing building certificates (excluding survey)

Application supporting documents or reports. Please specify below:

Copyright protected documents will be made available for viewing free of charge, but only at Council's Penrith office and by appointment.

Example : External plans / Statement of Environmental Effects / Consultant reports etc. These documents will be subject to copyright.

To access floor plans, please complete the Informal Request for Access to Information Form.

DECLARATION

I have read the information in the Information Sheet at the end of this form, and I understand that :

- I can view information free of charge, but if I need copies I will be charged a fee as set out in annual Council's fees and charges.
- I cannot get copies of copyright protected information without written permission from their author.
- I may have to wait approximately 20 days for my information request to be processed.

Signature of applicant

Date

CONTACT US

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PENRITH NSW 2750

PO Box 60
PENRITH NSW 2751

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FAX: (02) 4732 7958

EMAIL: council@penrithcity.nsw.gov.au

WEB: www.penrithcity.nsw.gov.au

INFORMATION SHEET

The Government Information (Public Access) Act 2009 (GIPA Act) says you can apply for certain information held by Council. There are different kinds of application you can make, depending on the information you need. Certain restrictions apply to the type of information you can view and get copies of. So that we can help you access information as quickly as possible, please read all the information on this sheet before applying for access to information. If you need help, contact Council's Right to Information Officer on 4732 7732.

OPEN ACCESS REQUESTS FOR INFORMATION ABOUT DEVELOPMENT APPLICATIONS (DAs)

Use this Open Access Request for Information about DAs for access to:

- construction certificates / construction certificate application forms
- delegate / Council reports
- development application forms
- development consents
- existing building certificates
- home owners warranty / owner builder permits
- inspection reports
- occupation certificates
- orders relating to properties
- submissions on development applications
- supporting documents to applications (statement of environmental effects, waste management plans and consultants reports etc) - these may be subject to copyright.

Please note that much of this information since 2009 is readily available online – see below. To access information not listed on this application form you may need to complete a different application form – an Informal or a Formal Request for Access to Information.

HOW MUCH DOES IT COST?

Council provides access to certain documents free of charge. When we receive your application, we will contact you to arrange a time to view the requested documents in the Civic Centre. During this appointment, if you require copies, charges apply. You cannot get copies of copyright protected documents unless you have written permission from their author.

WHAT INFORMATION IS READILY AVAILABLE WITHOUT THE NEED FOR THIS APPLICATION FORM?

Certain information relating to applications since 2009 is readily available on Council's online DA Tracker - visit bizsearch.penrithcity.nsw.gov.au/ePlanning:

- construction certificate application forms
- development application forms
- external plans and documents (may be subject to copyright)
- home owners warranty / owner builder permits

Certain information relating to applications since 2011 is also readily available on Council's website:

- construction certificates
- development consents
- occupation certificates.

WHEN CAN I ACCESS THE INFORMATION?

Council will respond to your request for access to information within 20 working days. The information will be made available as soon as practicable. If archive file retrieval is required, we may need more time. If copyright restrictions apply to the information, we'll contact you to arrange a time for you to come in to the Penrith Civic Centre and view the available information.

ARE YOU BUYING OR SELLING A HOUSE?

If you're buying or selling a house, you should apply for a **building certificate** rather than relying on copies of old consents. The development consent will only specify the conditions approved, it is no guarantee the structure was built to those specifications. Development consent cannot guarantee current compliance. Building certificates require an application fee, they must be submitted with a surveyor's report and take up to 10 working days to complete. A Council officer will inspect the property and issue an approved building certificate that guarantees Council will take no action to demolish or make major structural alterations to any existing buildings on the property for the next 7 years. Council is the only authority that can issue a building certificate.

See Council's adopted fees and charges at penrithcity.nsw.gov.au. All fees subject to change.

Any information prior to the years outlined will need this application form