

Application to View Building and Development Application Files

Informal Access Application Government Information (Public Access) Act 2009

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon - Fri 8.15am to 4.30pm)

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You will be contacted by email or phone once your request has been processed. **Please ensure your email address below is entered correctly.**

Applicant Details

Contact Name	<input type="text"/>	Company	<input type="text"/>
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Information Requested - Property Details

Lot & DP No.	<input type="text"/>	Street Address	<input type="text"/>
Documents Required	<input type="text"/>		

Owner's Consent

Owner(s) Name	<input type="text"/>		
As the owner(s) of the above property, I/we give consent to this application.			
Signatures	<input type="text"/>	Date	<input type="text"/>

Duplex Consent

Owner(s) Name	<input type="text"/>		
BOTH individual owner's consent is required for duplexes. As the owner(s) of above property, I/we give consent to this application.			
Signatures	<input type="text"/>	Date	<input type="text"/>

Strata Consent

NOTE: Body Corporate consent is required to view files of strata titled properties except when the property is a duplex. I am an authorised representative of the Body Corporate, and I give consent to this application.

Strata Stamp	<input type="text"/>	Name	<input type="text"/>	Date	<input type="text"/>
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General Information

Provision of Information Wherever possible files will be scanned and the information forwarded to you electronically using the email address provided on the application form. However if the request involves a number of files or a large quantity of information you may need to attend council and view the hard copy records. If this occurs we'll call or email to let you know to come in.

Information Delivery Time The information will generally be provided **seven working days** after receipt of the completed application, however it may take longer where there is a large quantity of files involved.

Availability of Council Files We endeavour to locate all applications related to the property, however BA and DA files submitted to Council prior to the 1980's may not be available.

Privacy Statement The purpose of collecting this information is for informal release of Council information under GIPA. Provision of information is voluntary; however, if insufficient information is provided, Council will be unable to process the application. This form will be placed on file and will be made available to public enquiries under GIPA.