

# Property Search Form

## ABOUT THIS FORM

Effective 1 July 2018 to 30 June 2019

A property research request is a request to the council to conduct a search of its archives for records of development or building approvals in relation to a property. A copy of relevant records will then be made available to the applicant.

## APPLICANT DETAILS

Date of Application: ..... Applicant's Reference: .....

Title:  Mr  Mrs  Ms  Other: .....

Applicant's Name: .....

Company Name / Contact: .....

Postal Address: .....

Suburb: ..... Post Code: .....

Email: ..... Fax / DX: .....

Phone No(s): ..... Mobile: .....

## PROPERTY/LOCATION DESCRIPTION

Unit/Street No: ..... Street: .....

Suburb: ..... Post Code: .....

Lot / DP/SP No(s): ..... Strata/Deposited Plan Number(s): .....

Owner's Name: Surname (or Company): .....

Given Name: .....

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
Fax (02) 9319 1510  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

**TYPE OF SEARCH**

(Please select all that apply )

- Development Consent/Proposal
- Building/Construction Certificate
- Other (please specify) .....
- Specific Building/Construction details
- DA Assessment Report

What is the information you want and its purpose? (this will assist Officers to search for relevant information)

Development / Building Application Numbers (if known) .....

**OWNER'S CONSENT (MUST BE COMPLETED):**

- NB: SINGLE / JOINT OWNERSHIP:** All named owners must sign (if more than one owner, every owner must sign).
- STRATA TITLED PROPERTY:** The strata secretary must sign the form and attach the strata seal.
- COMPANY / BUSINESS OWNED PROPERTY:** The director/s or company secretary must sign the form and attach the company seal or provide a signed company letterhead with the ABN included giving consent to this application.

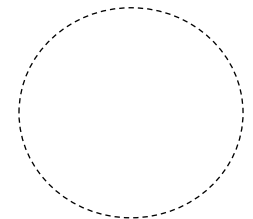
- I/we hereby consent to the submission of this application.
- For Council to make copies of all documents for the purpose of determining the application or to provide copies to persons who may be affected by the proposal.
- For strata or company title properties, a signed letter of authorisation from the Body Corporate or Managing Company is required.
- If applying on behalf of a company, please print the name of the company and your position within the company that gives you delegated authority to sign on that company's behalf.

Owner's Signature: ..... Name: ..... Date: .....

Owner's Signature: ..... Name: ..... Date: .....

Company/Strata Corp: Position: .....

ABN No: .....



AFFIX COMMON SEAL

## DECLARATION

I declare that all the information given is true and correct. I have read and agree to the attached terms and conditions. I also understand that:

- If incomplete, the application may be delayed or rejected, and that
- More information may be requested to process my application.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## HOW TO LODGE THIS APPLICATION

**BY BPOINT** payment: Please put receipt number on Page 1 of this form and email application to [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)

To make a BPOINT payment:

Pay by credit on BPOINT payment with your credit card visit [www.bpoint.com.au](http://www.bpoint.com.au) and quote Biller Code: 1432400

**BY MAIL** with a cheque attached **OR**

**OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to: Randwick City Council

Post: 30 Frances St, Randwick NSW 2031

DX: DX 4121 Maroubra Junction

FAX: (02) 9319 1510

Courier or Personal Delivery to our Customer Service Centre:

*Randwick*

30 Frances Street

Open 8:30am – 5:00pm, Mon-Fri

## FEES

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a fee quote prior to lodging your application.

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

If lodging multiple applications, a separate payment must be made for each application.

FEE TYPE	RECEIPT CODE	FEE
Minimum fee per property (10 working days)	RC359	\$ 108.00
Separate charges for payment on completion of the search will apply as follows:		
• A4 photocopying = \$.85 cents per page	RC650	
• A3 photocopying = \$1.10 per page	RC650	
• Document retrieval off-site = \$62.00	RC64	
• Printing Plans from Microfilm (A3) = \$7.00 per sheet	RC359	
• CD request for searches (documents post 2006) = \$26.00	RC64	

## PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

## OFFICE USE ONLY

Application/Request received by: ..... Date: .....

Receipt No: ..... Complete Date: .....