

Property Search Form



Effective 1 July 2023 to 30 June 2024

ABOUT THIS FORM

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
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

TYPE OF SEARCH

☐ Development Consent/Proposal

☐ Specific Building/Construction details

☐ Building/Construction Certificate

☐ DA Assessment Report

☐ Other (please specify)

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 hereby consent to the submission of this application and to a representative of Council entering the site for the purpose of a site inspection, and
- 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.

Signature:

Name: Date:

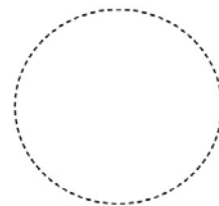
Signature:

Name: Date:

Company/Strata Corp:

Position:

ABN:



AFFIX COMMON SEAL

DECLARATION

I have read, understood and accept Council's change of street address and sub-address application requirements.

I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected, and
- More information may be requested after the date of lodgement, and
- A processing fee must be paid.
- If your application is incomplete, it will not be accepted and will be returned to you with your cheque/money order OR may result in the application being delayed or rejected.

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
To make a BPOINT payment with your credit card visit www.bpoint.com.au and quote Biller Code: 1432400
- **BY MAIL** with a cheque attached.
Address the Application to:
Randwick City Council
30 Frances Street
RANDWICK NSW 2031
- **COURIER OR PERSONAL DELIVERY TO OUR CUSTOMER SERVICE CENTRE:**
Randwick City Council
30 Frances Street
RANDWICK NSW 2031
Open 8.30am – 5pm (Monday to Friday)
- **OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS

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	FEE	RECEIPT CODE
Minimum fee, first hour per property (10 working days)	\$ 163	RC359
Separate charges for payment on completion of the search will apply as follows:		
Minimum fee for each ½ hour after the first hour of searching	\$60	RC359
- A4 photocopying	0.86c per page	RC650
- Document retrieval off-site	\$68.60	RC64
- CD request for searches (documents post 2006)	\$26	RC572

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:

Referred to:

Date:

Issued/Completed by:

Completed Date:

Receipt No:

Date:

Fee: \$