

PROPERTY OWNER/S CONSENT (ALL OWNERS MUST SIGN)

Signature:

(Please print name after signature)

Signature:

(Please print name after signature)

COPYRIGHT OWNER/S CONSENT (ie. Plan drawer or Architect)

Signature:

- Please print name and company after signature
- In the case of a company two signatures are required followed by the persons title e.g. director, secretary OR in the case of a Sole Director Company – One signature followed by the words 'Sole Director'.

APPLICANTS DECLARATION

- I understand that I will not be able to remove any information from Council's Custody
- I understand that the following documents cannot be viewed and or copied
 - Documents subject to legal professional privilege
 - Commercial information that prejudices the position of the person who supplied it or reveals a trade secret.
 - Documents affecting law enforcement and public safety or personal affairs of third parties or personnel matters.
 - Internal working documents.
 - Documents the subject of secrecy provisions or contain confidential material
 - Documents affecting financial and property interests.
- I understand that I must seek the Copyright Owner's Consent in order to use any part of a copyright document for any other purpose.
- I understand that I will be required to pay a charge for any photocopies that I may require. Payment of any photocopying charges is required prior to Council releasing the requested documentation.

Please note:

1. Allow for 20 - 25 working days from the date of your application for the files to be located and for search and review of privileged documentation by staff.
2. It should be noted that plans of work (building and development approvals) issued prior to 1955 are likely to be unavailable.

APPLICANT SIGNATURE

Privacy statement: Maitland City Council complies with the privacy code of practice for local government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which council is required to keep pursuant to the local government and environmental planning and assessment acts. This information may be divulged to others in accordance with the provisions of those acts. Council may be required to divulge information pursuant to the Government Information (public access) Act 2009.

OFFICE USE ONLY: FEES

A4 - 55c per page = total \$

Copying fees for plans/maps:

A3 - \$2.20 each = total \$

A2 - \$3.85 each = total \$

A4 - \$1.10 each = total \$

A0 - \$7.15 each = total \$

A1 - \$5.50 each = total \$

Final total = \$

Ledger No	BS no	Receipt No	Amount	Date	Property No
GL 34610	46				

