



Application for  
**Property Information Request**  
 under the *Local Government Act 1993*

<b>Send your application to:</b> The General Manager Upper Lachlan Shire Council PO Box 42 GUNNING NSW 2581  <b>Email:</b> <a href="mailto:council@upperlachlan.nsw.gov.au">council@upperlachlan.nsw.gov.au</a>	<b>If you need help with your application:</b> Phone us on: (02) 4830 1000 <b>Or:</b> Come in and see us at: 44 Spring Street, Crookwell NSW 123 Yass Street, Gunning	<b>OFFICE USE ONLY:</b> Receipt to: T344  Fee received \$ _____  Date received: _____  Receipt No: _____  Sent date: _____
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**PART 1: Applicant Details**

It is important that Council can contact you, if further information is required. Please give as much detail as possible. Legislation may require that this information be made available.	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other			Your reference:
	Contact Name(s)			
	Company Name			
	Postal address			
	Daytime Phone		Mobile	

**PART 2: Request Type**

	Fee	
<input type="checkbox"/> Search of records - <b>View</b> property files	\$250	Property files will be available to view at councils office in Crookwell between 10am and 2pm.
<input type="checkbox"/> Search of records - Sec 7.11 and Sec 64 Contributions	\$250	

**Part 3: Details of property file being requested**

House No.	Street	Town/Village	Nature of property (vacant/house)
Lot/Portion	Section	DP or SP (deposited plan or Strata Plan)	
Are you the owner of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If you ticked 'no' you are required to provide approval from the current owner before access to floor plans can be provided		
What information is requested?			

**Part 4: Additional Information**

- Approved internal floor plans will not be released without written consent from the current owner or their nominated representative. Please note, even if access to view floor plans has been granted; copying, downloading and/or printing of the plans may breach of the Copying Act 1968 unless consent is obtained from the copyright holder.
- Section 7.11 and Section 64 contributions are fees that Councils levy on developments, where the development sought will or is likely to require the provision of or increase the demand for public amenities and public services within the area. This includes but is not limited to the erection of new housing, subdivision of land for the purpose of housing as well as business and commercial developments. It is recommended you undertake research into whether they are applicable to your proposed development prior to lodging a development/complying development application.

**Credit Card Payments** can be made by completing and forwarding the [Credit Card form](#) with your application.