

**Contact Details:**

Postal Address: PO Box 177, Macksville NSW 2447

Telephone: (02) 6568 2555

**Office Location:**

44 Princess Street, Macksville NSW 2447

**Website:**

[www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au)

**Email:**

[council@nambucca.nsw.gov.au](mailto:council@nambucca.nsw.gov.au)

Updated: July 2023 48322/2020

## BUILDING RECORDS SEARCH

I would like to request:

- Copy of Building Plans  
(Please note: Plans that are subject to the *Copyright Act 1968* will not be provided without approval from the copyright owner. This permission is the responsibility of the applicant should it be necessary.)
- Copy of Consent  
(Please note: Post 2010 Consents may be available on Councils website through the DA Tracker.)
- Copy of Occupation Certificate or equivalent documents
- Other \_\_\_\_\_

**Disclaimer:** Building files may be available from approximately 1950 onwards. We advise that every endeavour will be carried out in the search for your requested file; however, Council cannot guarantee that a building file would be available.

I would like the information:

- Emailed to applicant**  
Building Records Search Fee: \$90 minimum for first hour, \$82 per half hour thereafter  
Invoice will be sent with response
- View files in Council Office**  
Archived File Retrieval Fee: \$16 per property  
Payable prior to viewing  
Photocopying fees additional

**Applicant:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Property Details:**

Lot/Section/DP \_\_\_\_\_

Street Address \_\_\_\_\_

Town/Village \_\_\_\_\_

Property Owner \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

Please note that some personal information may be redacted from documents provided.

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### Office Use Only

**Council Officer:** \_\_\_\_\_

**Date received:** \_\_\_\_\_

**Fee:** \$90.00 minimum 1<sup>st</sup> hour  
\$82.00 per half hour thereafter  
\$16.00 file retrieval fee

**Date Paid:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Receipt No.:** \_\_\_\_\_