# Property Research Request

## ABOUT THIS FORM


Please complete this form to apply for detailed information about properties in Bayside Council that involve large scale searches for information.

## PART A – Applicant Details

<table>
<thead>
<tr>
<th>Ms □</th>
<th>Mr □</th>
<th>Mrs □</th>
<th>Other</th>
<th>Family Name</th>
<th>Given Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACN (if corporate entity)</td>
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<tr>
<td>Corporation Name</td>
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<td>Email:</td>
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<tr>
<td>Address: No.</td>
<td>Street</td>
<td>Suburb</td>
<td>Postcode</td>
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<tr>
<td>Phone</td>
<td>Alt.</td>
<td>Mobile</td>
<td>Fax</td>
<td></td>
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</tr>
</tbody>
</table>

## PART B – Property Details

| Address: No. | Street | Suburb | Postcode | | |
| DP/SP and Lot No. | | | | Are you the Owner? |
| Yes □ No □ | | | | Approx. age of building |
| Building Name | | | | | |

## PART C – Request Details

Please give as much detail as possible about what information or documents you are interested in

| Applicant’s Signature | Date |
Privacy Statement
Completion of this document is voluntary – partially completed applications may result in refusal of the application. The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation.

Fees & Charges
Property Research Request Fee - $130 for the first three hours of processing time and an additional $20 for any time over three hours. This fee covers:
- assembling files to view
- consulting with the Local History Librarian where required
- spending time with clients to view files and identify relevant documents and plans
- copying of these documents and plans keeping in mind Copyright obligations
- providing a report of the files searched and a full schedule of documents supplied

Copying Charges
Where copies of large numbers of plans are requested an additional copying charge of $27.00 per plan will apply

Postal address
PO Box 21, Rockdale NSW 2216
ABN 80 690 785 443

Bayside Customer Service Centres
Rockdale Library, 444-446 Princes Highway, Rockdale
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E council@bayside.nsw.gov.au
W www.bayside.nsw.gov.au
T 1300 581 299 | 02 9562 1666

Telephone Interpreter Services: 131 450

June 2017