

Property Search Application

OFFICE USE ONLY

Reference No.

About this form

Use this form to apply for detailed information about properties in the Bayside Council LGA that involves large scale searches for information.

Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name: Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Mailing Address:

Suburb: State: Post Code:

Email Address:

Daytime Telephone No. (Home/Work): Mobile No:

Search Property Details

Lot No(s): Section: DP/SP Number:

Unit No: Street No: Street Name:

Suburb: Post Code:

Approx. age of building Building Name

Are you the Owner ☐ No ☐ Yes

Owner(s) Surname: Given Name(s):

Property Owner's Consent (Signature):

Mailing address

Is your mailing address different from your street address? ☐ No ☐ Yes – **complete below**

Mailing Address:

Suburb: State: Post Code:

Postal address

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

Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W www.bayside.nsw.gov.au
T 1300 581 299

Information Requested

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

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

Fees		Application Code
Property Research Request Fee (covers 3 hours of processing time)	\$130.00	RC 506010
Property Request fee for additional time over three hours. (hourly rate)	\$ 20.00	RC 506010
Scanning of information/ Compilation of Electronic Information	\$ 30.00	RC 506010
Copies of large numbers of plans are requested an additional copying charge of \$27.00 per plan will apply	\$ 27.00	RC 506010

Declaration

- I will strictly observe any reasonable direction given by a Council officer in relation to accessing Council information. I will not write or otherwise deface, damage, or remove any records. I understand that copies are provided for information purposes only under the Government Information (Public Access) Act 2009. I will not use the information in any way that may infringe on the copyright of third parties
- The personal information required on this form may be available for public access under various legislation.

Applicant's Signature		Date	/	/	
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How to lodge this application

You can lodge your completed application form and any required supporting documents:

In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

By email

By email to council@bayside.nsw.gov.au.

Do not include credit or debit card details on your application. If lodged via email, a Council Customer Service Officer will phone to organise a secure over the phone payment using a credit card.

Payment is preferred by cheque, money order, debit or credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5%

Privacy notification

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.

OFFICE USE ONLY

Receipt No	Date	\$
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