



# Building/Development Applications Search & Supply Fee



*Upper Hunter Shire Council has custody of building and development application files (BA and DA files) dating back to 1943.*

Over the last few years we have a significant increase in the number of requests to view BA/DA information. We now receive hundreds of requests each year to view these files from individuals and organisations. This service imposes a significant cost due to the time it takes to search and retrieve the files from the offsite storage facility and provide to our customers. Council has previously absorbed the cost of providing this service.

**From 9 December 2021 requests for historical BA and DA files that pre-date 1 July 2010 will incur a \$120 fee.**

This new fee has been introduced to partially recover costs involved with searching, retrieving and supplying the information.

There is no charge for information and documents provided for DAs that were lodged after 1 July 2010. This information is considered open access under the GIPA regulations and is provided free of charge.

## >> FREQUENTLY ASKED QUESTIONS

### 1. How do I know the age of the files associated with a property?

Firstly, search for the property on Council's DA Tracker - <http://onlineservices.upperhunter.nsw.gov.au>

**Option 1** – *There is no information showing in the online DA tracker for this property*

Lodge the DA Search Application form and pay the applicable fee.

**Option 2** – *Lodgement date of DA is on or after 1 July 2010*

Lodge the DA Search Application form (no fee is payable)

**Option 3** – *I can see a post 2010 DA File, but there should be earlier files as well that I cannot see.*

Lodge the DA Search Application form and pay the applicable fee.

### 2. What if I own the property, do I still have to pay?

Yes, as the property owner you are still required to pay the search and supply fee.

### 3. What if there are multiple BA and DA files for the one property?

The fee is per property. You will only need to pay one search and supply fee regardless of the number of BAs and DAs for a single property.

### 4. What if my property is part of a subdivision and I want to view files from the original property?

A subdivision file is an historical file related to the current property so it can be provided on request. We routinely provide strata subdivision/boundary adjustment files. If the original subdivision file is requested, it may be provided in hardcopy rather than digital format.



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### 5. What if I want to view files for separate properties?

The fee is per property; you will need to pay \$120 for each property you request access information about

### 6. What information will I receive when I am supplied the BA/DA file?

The age of the file will generally determine how much information is available, some BA files only have a stamped plan and file cover sheet.

However, you should expect to receive the notice of determination (DA) or building permit (BA), approved plans and documentation, file cover and inspection information.

Historical files may also include council reports or minutes, internal assessment reports, compliance certificates and interim or final occupation certificates

### 7. What if there are not files on my property, do I get a refund?

Occasionally, files may be unavailable. There are a number of reasons why a file may not be available, including the age of the development, whether or not it was Council approved or the hardcopy has been lost over time.

The search fee is not refundable because it covers the searching and retrieval costs.

### 8. Do I need owners consent to retrieve a BA and DA Files?

No, owner's consent is not required to lodge a property file search application

### 9. How will council supply the information?

Where possible, the information you have requested will be supplied electronically via our document delivery portal. Access to the information has a limited life and will expire six months after delivery.

However, if your request involves a number of files or a large quantity of information you may need to visit Council's customer Service Centre to view the hard copy records. The records team will let you know if this is required.

### 10. How long will it take to supply the file from my initial request?

In most cases your request will be completed within 10 working days. The Records Team will let you know if this timeline cannot be met.

**If you have any questions or concerns, please contact our Records team on 02 65401100 or email [council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)**