

This application is to enable City of Newcastle (CN) to search/scan/copy historical documentation relating to development applications or similar, determined prior to 1 July 2010 and/or all residential floor plans.

Prior to completing this application, it is recommended that you conduct a search using CNs [Application tracker](#) to see if the documentation you are seeking is available on our website.

You are advised:

- Development applications determined from February 2019, will have a copy of the stamped plans and other related information available to download from our website, using the [Application tracker](#).
- If you are seeking plans related to residential development, floor plans will be redacted unless the consent of the owner is provided at question 5 of this form.

Part 1: Applicant and Site Details

1. Applicant Details

Name or Company	
ABN (Required if company)	
Email	
Phone	
Postal Address	
Contact Person (if company)	

2. Location and title description of the property

Unit No		House No		Street Name	
Suburb				Post Code	
If known:					
Lot(s)			Section		
Deposited Plan				Strata Plan	

Part 2: Application Details

3. Do you require urgent processing of your application?

- .. Yes. Please note additional charges as per CN's [Fees and Charges](#) apply.
- .. No

4. Details of the historical documentation required.

Please complete a) and b)

a) Is the historical documentation you require associated with an application?

- .. Yes, application number:
- .. No
- .. Not known

b) Please select the information you require:

- .. Consent only
- .. Plans
- .. Other documentation (you must provide specific detail):
.....
.....

5. Are you requesting residential floor plans?

- .. No, please proceed to question 6.
- .. Yes, if you are not the owner, please provide owner's or body corporate consent:

Owner's name:			
Signature:		OR Digital Signature:	

6. Applicant's declaration

I declare that all information given is true and correct.

Applicant name			
Signature		OR Digital Signature	
Date			

How to lodge this application

Lodgement Methods

Email

Enter the address of the property and the type of application (i.e., Application for Historical Development Documentation) in the subject line of the email. Emails are to be sent to applications@ncc.nsw.gov.au.

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At the Customer Service Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees are based on whether the application was determined before or after 1 July 2010 and if you require residential floor plans. Fees are charged as per CN's [Fees and Charges](#) document. CN will contact you to arrange payment.

Your application is not considered lodged until the required fees have been paid.

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN.

Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection:	To enable CN as the consent authority to assess your application
Intended recipients:	CN staff and other government agencies that may be required to assess the application
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000.

Address: 12 Stewart Avenue Newcastle West NSW 2302