



# APPLICATION FOR Development Application/ Planning Information

## OFFICE USE ONLY

Reference No.

## About this form

Before completing this form, please check if the information is available online via Council's Development Application (DA) Tracking Tool at [https://www.waverley.nsw.gov.au/planning/development\\_applications/track\\_a\\_da](https://www.waverley.nsw.gov.au/planning/development_applications/track_a_da).

Use this form to access submissions, old DA information, or any other DA/planning information you cannot find. If you require non-DA/planning information, please email [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) or visit [https://www.waverley.nsw.gov.au/media/documents/council/access\\_to\\_information](https://www.waverley.nsw.gov.au/media/documents/council/access_to_information).

## Applicant details

Date of Application:	<input type="text"/>	Applicant's Reference:	<input type="text"/>		
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
First Name:	<input type="text"/>	Family Name:	<input type="text"/>		
Company Name (if applicable):	<input type="text"/>				
ABN/ACN (if applicable):	<input type="text"/>				
Mailing Address:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Post Code:	<input type="text"/>
Email Address:	<input type="text"/>				
Daytime Telephone No. (Home/Work):	<input type="text"/>	Mobile No:	<input type="text"/>		

## Property details (complete those that apply)

Unit No:	<input type="text"/>	Street No:	<input type="text"/>	Street Name:	<input type="text"/>
Suburb:	<input type="text"/>	Post Code:	<input type="text"/>		
Lot No(s):	<input type="text"/>	Section:	<input type="text"/>	DP/SP Number:	<input type="text"/>
Application no/ref (if known):	<input type="text"/>				

### Postal address

PO Box 9, Bondi Junction NSW 1355  
ABN 12 502 583 608

### Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022  
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W [waverley.nsw.gov.au](https://www.waverley.nsw.gov.au)

E [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)  
T (02) 9083 8000

You can contact us through the **National Relay Service** if you are deaf or have a hearing or speech impairment.

**Translating and Interpreting Service (TIS)**  
131 450

**TTT/Voice Calls**  
133 677

**Speak & Listen**  
1300 555 727

## DA/planning information requested

<input type="checkbox"/> Application form	<input type="checkbox"/> Plans	<input type="checkbox"/> Submissions/objections
<input type="checkbox"/> Assessment report	<input type="checkbox"/> Construction certificate	<input type="checkbox"/> Occupation certificate
<input type="checkbox"/> Statement of environment effects	<input type="checkbox"/> Complying development certificate	
<input type="checkbox"/> Other (please specify):		

## Form of access

<input type="checkbox"/> Have information emailed to the above email address (subject to file size/number of documents requested).
<input type="checkbox"/> View information in person at the Customer Service Centre during business hours.
<input type="checkbox"/> Have information photocopied (documents must be specified; photocopying fees may apply).

## Please note

1. Requests for current or recent files will be completed within 3-5 working days per property. Historical files (pre-2000) may take 10-15 working days per property to process.
2. Requests for several properties or large amounts of documents may require the applicant to visit the centre to view digital files and narrow their search.

## Declaration

I declare that the information given is true and correct.

Applicant's Signature

Date

 /  / 

## How to lodge this application

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

**Email:** [planningcounter@waverley.nsw.gov.au](mailto:planningcounter@waverley.nsw.gov.au)

**Mail:** Waverley Council PO Box 9 Bondi Junction NSW 1355

**In person:** At any of Council's Customer Service Centres:

- **Bondi Junction Customer Service Centre**, 55 Spring St, Bondi Junction NSW 2022
- **Bondi Pavilion Customer Service (Welcome Centre)**, Queen Elizabeth Drive, Bondi Beach NSW 2026

## Privacy notice

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website:

[waverley.nsw.gov.au/privacy](http://waverley.nsw.gov.au/privacy)

## Copyright disclaimer

If you copy, reproduce, republish, transmit or distribute any plans or other documents subject to copyright, contrary to the *Copyright Act 1968* (Cth), you will be taken to have indemnified Waverley Council against any claim or action in respect of breach of copyright.