

Application for a copy of plans



This form

It is recommended that you conduct a search using the City of Newcastle's (CN) [Application tracking system](#) to see if plans are available on the web. If the information you are seeking is not on the web, use this form to apply for a copy of plans. Allow 21 days for application processing. Unless otherwise requested all plans will be sent via email to the nominated email address. Your application will be processed after the required fees have been paid.

You are advised that:

- Development applications determined from February 2019, will have a copy of the stamped plans and other related information available to download from the our web site, using the [Application tracking system](#).
- Development applications determined after 1st January 2017, will have a copy of the stamped plans placed on the web, if an electronic copy of the plans exists, **upon request**, at no cost. These requests should be sent to mail@ncc.nsw.gov.au.
- In all other cases, please complete this form and fees will be charged for the retrieval of the documents.
- The stamped plans will include the external configuration of the building and the site plan but depending on the development may exclude the floor plan. To obtain copies of the floor plans the consent of the owner will be required for developments relating to single dwellings and dual occupancies. Please complete this form and fees will be charged for the retrieval of the documents.

Part 1: Applicant and site details

1. Your name, address etc

Name or company

ABN (required if company).....

Postal Address.....

Suburb.....Postcode.....

Phone

E-mail

Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another person or company?

- Yes
- No

Care of name or company.....

ABN (required if company)..... Contact person

Postal Address.....

Phone.....E-mail

2. Location and title description of the property

Unit No.....House No.....Street.....

Locality.....

Obtain details from rate notices	Lot(s).....Section..... Deposited Plan(s).....Strata Plan..... Other.....
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3. Who owns the land? Give the name of every owner. Attach a list if space insufficient	Name 1.....Phone..... Address.....Postcode..... Name 2.....Phone..... Address.....Postcode.....
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4. Are you an owner of the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No. To obtain copies of the floor plans the consent of the owner will be required for developments relating to single dwellings and dual occupancies
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Part 2: Application Details

5. Details of the plans require CN does not have reliable details on the location of drainage and sewerage pipes. Hunter Water may be able to assist with requests for sewerage diagrams only	<p>a) Provide details of the specific information you are seeking e.g. all house plans, carport only, all plans on property</p> <p>.....</p> <p>.....</p> <p>b) Are the plans required associated with a Development Application?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not Known</p> <p>Application number (if known)</p> <p>c) Plans required</p> <p><input type="checkbox"/> Architectural <input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Structural <input type="checkbox"/> Elevations</p> <p><input type="checkbox"/> Sections</p> <p><input type="checkbox"/> Floor Plans (owner’s consent will be required for residential developments for single dwellings) – please attach if required</p> <p><input type="checkbox"/> All available plans <input type="checkbox"/> Other.....</p>
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6. Applicant’s declaration	I declare that all the information given is true and correct. Applicant name Signature.....Date.....
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Protecting your privacy

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

Purpose of collection:	To enable CN as the consent authority to assess your proposal.
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal.
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:	The City of Newcastle, 282 King Street Newcastle 2300 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 accessed to check for accuracy by calling (02) 4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:

- Emails are to be sent to applications@ncc.nsw.gov.au
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled "[How to submit an application via email](#)".

2. In person, at the Customer Contact Centre, located at 282 King Street, Newcastle.

3. By mail:

The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fees are based on the number of pages required and the development type i.e.

- Single dwellings, dual occupancies, outbuildings
- Multi-unit residential developments
- Non-residential development

Electronic copies of the plans are included in the initial fee. More information can be found on our website on the [fees and charges](#).

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS. If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you. Payments need to be made within 24 hours of contact.

Please note a merchant fee is payable on all credit card transactions. Cheques are to be made payable to the City of Newcastle.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 282 King Street Newcastle