



## OPERATIONS DEPARTMENT RECORDS SEARCH INFORMATION

818 Pacific Highway, Gordon NSW 2072  
Locked Bag 1006, Gordon NSW 2072  
T 02 9424 0000 E krg@krg.nsw.gov.au W www.krg.nsw.gov.au  
ABN 86 408 856 411

**File No:** \_\_\_\_\_  
**Fee:** \$168.00 (current until 30/06/2025)  
**Job No:** RC601 GL29522166  
**Date:** \_\_\_\_\_

A search of Council plans or other Operations records will be undertaken on request after pre-payment of a search fee. The minimum fee, as set out in the current copy of Council's 'Fees and Charges', provides for a half-hour search with further searching being charged at the same rate per half hour or part thereof.

**Council holds records of drainage easements across private property in favour of Council. Council may not hold records of interallotment easements in favour of private property and does not show internal house drainage pipe lines and services.**

Applicants are to specify exactly what is required, bearing in mind that searches can be very time consuming.

Engineering plans relevant to a single property or street will normally be included within the initial fee. Detailed searching of the Department's records, even for small areas, may not be included.

Although the record system is of long-standing, its completeness and the precision of data contained maybe somewhat variable. **It cannot be guaranteed that information requested will be found or that what is found, accurately reflects field conditions.**

The Search will normally be conducted as soon as possible and you will be advised by telephone when the information is available.

**When a search has taken more time than that covered by the fee paid, no material will be made available until additional payment is received.**

Please make your request on the 'Search Application' form **attached**, indicating as clearly as possible the information you require.

Peter Lichaa  
**A/Director Operations**



# OPERATIONS DEPARTMENT RECORDS SEARCH APPLICATION

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Please conduct a search of Council's Operations records and extract the information listed below, if available.

In making this request, I have read the Operations RECORDS SEARCHING INFORMATION sheet attached, and understand that, although data found may not meet my requirements, the search costs remain my responsibility.

I require the following information:

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Signed \_\_\_\_\_  
Print name (Mr/Mrs/Ms) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Privacy Statement

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, Ku-ring-gai Council may be unable to process your application. Council is required under the Act to inform you about how your personal information is being collected and used. If you require this or any further information please contact Council's Privacy Officer.

**Office Use Only**

The Officer receiving this application is to sight the receipt for the search fee, note the receipt number and amount, sign and date:

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Forward this form to: MANAGER TECHNICAL SERVICES - OPERATIONS

**Comments**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Information collected by Applicant on: \_\_\_\_\_