

» Building/Development Applications search + supply fee

for building and development application files that pre-date 2010



Ballina Shire Council has custody of building and development application files (BA and DA files) dating back to 1919 for BAs, and 1969 for DAs.

Every year, we receive hundreds of enquiries 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 archives and provide them to our customers. Council has previously absorbed the cost of providing this service.

Historical BA and DA file are those that pre-date 2010, and there is a \$110 fee to access this information. The fee partially recovers the costs involved with searching, retrieving and supplying the information from archives.

There is no charge for information and documents provided for DAs that post-date 2010. Information for DAs 2010-current is provided free of charge via the DAs Online section of Councils website.

» FREQUENTLY ASKED QUESTIONS

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

Firstly, search for the property on DAs online at:
ballina.nsw.gov.au

Option 1: If no information is available the BA/DA will pre-date 2001

1. Lodge a Property Search Application and pay the applicable fee.

Option 2: DA is post 2010 but there are few or no documents

1. More information may be available on file.
2. Email the Information Management Team
council@ballina.nsw.gov.au
3. No fee for post-dated 2010 DA information.
4. Information will be supplied within seven working days.

Option 3: I can see a post 2010 DA file, but there should be earlier files as well that I can't see

1. Access available information free of charge from DAs online.
2. Lodge an application and pay the search fee for older files.

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 a part of a subdivision and I want to view files from the original property?

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

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

The fee is per property, you will need to pay \$110 for each property that you request access to 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 a 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 no files on my property, do I get a refund?

Sometimes no information may be unavailable for various reasons including: the age of the development, whether or not it was Council approved or that the hardcopy has been lost over time.

The search fee is non refundable because it covers the searching and retrieval costs.

8. Do I need owners consent to retrieve BA and DA files?

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

9. How do I order a file?

Files can be ordered online at ballina.nsw.gov.au (search file request).

You will be led through the ordering process and are required to make payment before the file request is lodged with Council.

Alternatively, files can be ordered and paid for at our Customer Service Centre.

10. How will Council supply the information?

Where possible, the file will be supplied electronically via our document delivery portal.

Access to the information has a limited life and will expire one month after delivery. You should download and save the files directly to your PC when you first access the files via the portal.

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 hardcopy records. The Information Management Team will let you know if this is required.

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

In most cases, your request will be completed and the information provided within seven working days.

The Information Management Team will let you know if, for some reason, this timeline cannot be met.

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Access to Historical BA / DA Files

There is a \$110 search and supply fee for historical BA and DA files.

Lodge the request for BA / DA files under Online Services at ballina.nsw.gov.au

Files post-dated 2010 (no charge)

View DAs Online under Online Services on Council's website ballina.nsw.gov.au

Information Management Team

1300 864 444 | council@ballina.nsw.gov.au

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If you have any questions or concerns please contact:

Information Management Team, 1300 864 444

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