

DILAPIDATION OF COUNCIL PROPERTY REPORT

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

PART 1 - Property, Applicant and Reporter Details

1. Property Details

Address	unit:	house:
	street:	
	suburb:	postcode:
Lot/DP/SP etc	lot:	DP/SP etc:
Consent reference	DA/	CC/
Commencement of work	date:	time:

2. Applicant Details

Full name/company and contact person	family name (or company):	
	full given names:	
	OR company contact person:	
Postal address		
	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone	fax:
	email:	date:

Note: Applicant is required to sign the last page of this application.

3. Reporter Details

Full name of person who performed survey/report	family name (or company):	
	full given names:	
Postal address		
	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone:	email:
	email:	fax:
Time of survey	time:	am / pm
		date:

Note: Reporter is required to sign the last page of this application.

OFFICE USE ONLY

Reference: **DA/**

Receipt #:

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PART 2 - Surveying details

4. Kerb & gutter

The following conditions were found

Detailed explanation:

5. Layback & Slab

The following conditions were found

Detailed explanation:

6. Footpath (if existing)

The following conditions were found

Detailed explanation:

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PART 2 - Surveying details (continued)

7. Stormwater outlet in kerb

The following conditions were found

Detailed explanation:

8. Nature strip (grass verge etc.)

The following conditions were found

Detailed explanation:

Sketch nature strip below

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PART 3 - Accompanying Documentation

8. Survey photographs

Council requires that 2 photographs are taken of each of the surveying details described in sections 3 to 7 of Part 2 of this application and submitted with this application. The photographs shall be submitted in digital format.

If the area set out on the previous page to sketch the nature strip is not large enough then an additional sketch can be submitted on a separate document. This document shall also be submitted in digital format.

9. Digital requirements

To assist Council in record keeping and processing your application all documentation is required on data disc e.g. CD-ROM, DVD-ROM, etc. If this is not possible or the disc content is incorrect then the following scanning fee will apply:

Please tick (✓)

Cost of Works (\$)	Scanning Fee (\$)	(✓)
0 – 300 000	35.15	<input type="checkbox"/>
300 000 – 900 000	105.55	<input type="checkbox"/>
900 000 +	211	<input type="checkbox"/>

File format:



One multi-page **TIFF** file should contain all plans and drawings. e.g. site plan, floor plan, elevation plan, landscape plan, etc.



The application form and every accompanying document each require a separate **PDF** file. e.g. statement of environmental effects, heritage report, etc.

Naming convention:

All files should be named as follows: **Document Type - Property Address**
e.g.



Survey photographs - 30 Darcy Street Parramatta.tif



Dilapidation Report - 30 Darcy Street Parramatta.pdf

For the full list of Document Types go to
www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge

I have a correctly formatted and named disc that is complete:

yes

no

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PART 4 - Applicant Declaration

10. Applicant declaration

I declare that all the information in the application is, to the best of my knowledge, true and correct.

yes

no

Applicant's signature

date:

PART 5 - Reporter Declaration

11. Reporter declaration

I declare that all the information in the report / application is to the best of my knowledge, true and correct.

yes

no

Reporter's signature

date:

PART 6 - Council Officer Declaration

12. Officer declaration

I declare that this application is, to the best of my knowledge, complete including all accompanying documentation and digital requirements.

Officer's signature

date:



You can log onto www.parracity.nsw.gov.au/development to track the progress of an application lodged after 30 June 2005. The information you supply on this form and any related documentation will be publicly available on this Council website.

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