

Dubbo Regional Council - Building Application & Development Application requests

28 June 2021

Dubbo Regional Council has access to copies and/or originals of Building and Development Application files (BA and DA files) dating back to 1945 for BAs and 1969 for DAs.

Access to files prior to 1 November 2015 can be requested from Council on behalf of Property owners for a fee. Files from 1 November 2015 can be access through Dubbo Regional Council's Application Tracker free of charge.

You are encouraged to familiarise yourself with the Application Tracker via the following link: [Dubbo Regional Council Application Tracker](#)

What information is available?

- All Development Applications, Construction Certificates, and Complying Development Certificates submitted from 1 November 2015. Council's Application Tracker will provide access to submitted plans and supporting documents as well as tracking details on the progress of the application
- Limited information is provided for applications submitted from 1 January 2001 to 31 October 2015
- Occupation Certificates (where issued) are provided from 2010 only

What information is not available?

- Application Forms
- Documentation associated with privately certified applications
- Internal reports

Please note- All floor plans will be available via the application tracker effective Thursday 1 July 2021.

Dubbo Regional Council is transitioning the requests for historic viewing of council's plans and specifications for residential or commercial parts of a building **prior to 2015** to an electronic format via Council's online transactional portal DRC&ME. The change will come into effect Thursday 1 July 2021.

Requests can still be made in person at the Customer Experience Centre's, however, **payment will be required at the time of request**. Requests received via email or phone will be directed to DRC&ME to apply.

Before you submit a file request through DRC&ME, you must ensure you have already searched for published property information via our Application Tracker. File information that is already published will not be supplied with a historical file request, and fees paid for searches where the file information is already available on Council's Application Tracker **will not be refunded**.

When requesting historical plans and specifications that you are not the owner of the property, you must complete an **Owner Authority to View Files** form and either upload the completed form at the time of submitting the request via DRC&ME or provide in person at either of the Customer Experience Centre's at the time of request. This request will not be actioned if this documentation is not supplied.

In preparation, you are encouraged to familiarise yourself with DRC&ME and create an account if you have not already done so. You must be logged in to an account to make a request, this allows you to track the progress of your request and track previous requests. Follow this link to create an account: [DRC&ME](#)

The 2021/2022 fees and charges will come into effect on Thursday 1 July 2021. Fees and charges can be viewed on the council's website www.dubbo.nsw.gov.au.

If you require any further information, or have any questions relating to the above, please contact Council's Customer Experience on (02) 6801 4000 Monday - Friday 9:00am - 5:00pm

Email: experience@dubbo.nsw.gov.au

<https://dubbo.nsw.gov.au>

