

Hawkesbury City Council



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informal access request form

Sections 8 and 18 Government Information (Public Access) Act 2009
& Government Information (Public Access) Regulation 2009
(no application fee payable)

This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's electronic records management system.

Details of Applicant

Title (Mr/Mrs/Ms)	<input type="text"/>	Given Names	<input type="text"/>
Surname	<input type="text"/>		
Company Name <small>(If applicable)</small>	<input type="text"/>		
Address	<input type="text"/>		
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

Details of the Application

Please provide as much information about your request as possible including property address, file number if known, approximate dates of documents, etc.

I request access to information/documents(s):

If the information is about a property please complete the following:

Lot No.	<input type="text"/>	DP/SP No.	<input type="text"/>	DA No.	<input type="text"/>
Building Name	<input type="text"/>	Age of Building	<input type="text"/>		
Other	<input type="text"/>				

Is the information about your personal information? Yes No

Form of Access (please tick)

- | | | |
|-------------------------------------|-------------------------------|-----------------------------|
| I wish to inspect the document(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I require a copy of the document(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I require access in another form | <input type="checkbox"/> Yes* | <input type="checkbox"/> No |

*Please Specify



Fees and Charges

I understand that I may be required to pay charges in accordance with Council's Revenue Pricing Policy in respect of this request and that I will be supplied with a statement of charges if appropriate.

Could you please advise us why you would like to access this information. The information you provide will assist us in determining whether or not there is an overriding public intent against disclosure or a formal application is required.

Declaration

I (Please Print Applicant's Name)

Undertake that I will not remove, alter, deface or destroy any items contained within the files to which I have been granted access under this request.

I also acknowledge that the person the subject of this application, may be advised of the application.

Applicant's Signature

Date

Application forms are to be referred to the Corporate Services & Governance Branch, Hawkesbury City Council PO Box 146, Windsor NSW 2756 or by fax 4560 4400.

Office Use Only

File References

Completion Date

Comments

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.