

Informal Access Request Form

Government Information (Public Access) Act 2009 and
Government Information (Public Access) Regulation 2018

(No application fee payable, processing charges may apply)

Part A - Applicant Details

Title (Mr/Mrs/Ms)	<input type="text"/>	Name	<input type="text"/>
Company Name	<input type="text"/>		
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>		
Email	<input type="text"/>		

Part B - Application Details

Please provide as much information about your request as possible.

Building and Development Applications and/or Plans

Lot No.	<input type="text"/>	DP/SP No	<input type="text"/>
Application number/s (if known)	<input type="text"/>		
Property Address	<input type="text"/>		
Further Information	<input type="text"/>		

Please note that internal floor plans of residential buildings are not available unless consent from the property owner has been provided (see over).

Other Type of Information

Part C - Other Considerations

Please advise WHY you are requesting this information, as it may assist in applying the Public Interest Test.

Part D - Form of Access (please select **one** option only)

- I require an email copy of the document(s) (preferred) Collect the documents from Council
 I require a hard copy of the document(s) Receive the documents via the post
 I wish to inspect the documents at Council (note: photocopies cannot be provided at the time of the inspection)
 I require access in another form

Part E - Payment Method

- Eftpos via phone (preferred) Cash/Eftpos over the Counter
 Other - please specify

Part F - Applicant Declaration

I understand that I/We may be required to pay charges in accordance with Council's Operational Plan (Fees & Charges) respect of this request.

1. I/We undertake that I/We will not remove, alter, deface or destroy any items contained within the files to which I/We have been granted access under this request.
2. In accordance with copyright laws, I/We undertake to refrain from copying, photographing, scanning or reproducing any images of documents provided for inspection.
3. Should I be provided with copies of plans and/or reports, I note that copyright laws apply to the documents.

Name

Signature Date

Part G - Owner's Consent (if applicable)

1. I confirm that I am the owner of the property, which is the subject of this application.
2. I consent to the applicant being provided access to and/or copies of all information requested on this application.

Name

Signature Date

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.