

Fire Safety Schedule Request Form

Government Information (Public Access) Act 2009

Processing fees may apply – refer to **Access to Information - Informal Access Request – Building and Development** in Council's Operational Plan (Fees & Charges).

This application form is only to be used to request a copy of a previously issued Fire Safety Schedule from Council's records.

If you require advice about how to apply for a new Fire Safety Schedule, or submission of an annual Fire Safety Statement, you will need to contact Council's Fire Safety Team through the Customer Service Centre on (02) 4560 4444 or email council@hawkesbury.nsw.gov.au.

Part A – Applicant Details

Title (Mr/Mrs/Ms)		Name	
Company Name			
Postal Address			
Telephone	BH	MB	
Email			

Part B – Property Address

Details of the property you are requesting the Schedule for:

Lot No.		DP/SP no.	
Street Address			

Part C – Form of access

Please choose **one** option only:

- ☐ Email ☐ Hard copy – collect from Council ☐ Hard copy – receive by post

Part D – Applicant declaration

☐ I confirm that my personal contact details included in this application are correct. I understand that I may be required to produce proof of identity before access to the information is granted.

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

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.