

Informal Access Request Form

	<p>Pursuant to Section 8 of the <i>Government Information (Public Access) Act 2009</i> & Schedule 5 – <i>Government Information (Public Access) Regulation 2009</i></p>
Part A	
1. Applicant Details	Surname:
	Given Names: Title:
	Postal Address:
	Postcode:
	Telephone (H): (W):
	Mobile: Fax No:
	Email:
Part B	
2. Property Details	Lot No DP or SP No Application No
	Building Name Approx Age of Building
	Description of development
3a. Access to Information relating to Development Applications	Please indicate which documents you would like to access from the list below:
	<input type="checkbox"/> Development Application Consent <input type="checkbox"/> Building Application Plans <input type="checkbox"/> Construction Certificate
	<input type="checkbox"/> Development Application Plans <input type="checkbox"/> Home Warranty Insurance <input type="checkbox"/> Construction Certificate Plans
	<input type="checkbox"/> Planners Report <input type="checkbox"/> Structural Certification <input type="checkbox"/> Acoustic Consultants' Reports
	<input type="checkbox"/> Application Form <input type="checkbox"/> DA Submissions <input type="checkbox"/> Land Contamination Consultants' Reports
	<input type="checkbox"/> Building Certificate <input type="checkbox"/> Heritage Consultant's Reports <input type="checkbox"/> Tree Inspection Consultants' Reports
	<input type="checkbox"/> Building Application Consent <input type="checkbox"/> Occupation Certificate <input type="checkbox"/> Land & Environment Court Judgements
3b. Access to Government Information	Please describe the information you would like to access in enough detail to allow us to identify it. Note: If you do not give enough details about the information, we may refuse to process your application.
	Are you seeking personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Consent	Architect's consent (see D11) is required for requests for copies of copyright plans. Owner's consent (see D12) is required for requests for copies of Building Certificates.
	Owner's or Architect's Name:
	Signature of Owner/Architect: Date:
5. Form of Access	How do you wish to access the information? <input type="checkbox"/> Inspect the document(s) <input type="checkbox"/> A copy of the documents

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Part C	
6. Fees and Charges Building Certificate	<p>There is no application fee for an Informal Access Request under Schedule 1, Government Information (Public Access) Act 2009. However, fees maybe payable per page for copying of documents, depending on the size of the page in accordance with Council's adopted fees and charges.</p> <p>To obtain a copy of a Building Certificate a fee of \$10.00 is payable.</p>
7. Signature and Date	<p>Applicant's signature: _____ Date: _____</p>
8. Privacy & Personal Information Protection Notice	<p>Purpose of collection: Public access to Council's documents. Intended recipients: Council staff and public access under Schedule 1 Government Information (Public Access) Act 2009. Supply: Voluntary, a consequence of non provision is that insufficient information will be provided. Access/Correction: Requests for access / correction of information under Schedule 1 Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998. Storage: This form will be placed on a relevant file and/or will be saved on Councils main records management database when the request has been processed and the enquiry is completed.</p>
9. Lodgement Details	<p>You can lodge the completed application by: Mail: Locked Bag 5, Young NSW 2594 Fax: (02) 6380 1299 For further information regarding your application please telephone (02) 6380 1200</p>
Part D	
10. Internal Floor Plans	<p>Internal floor plans submitted as part of an application are not considered to be open access information and you will not be able to view them or make a copy of them [Schedule 5 (3)(2)(a) <i>Government Information (Public Access) Regulation 2009</i>].</p>
11. Copyright	<p>Due to the provision of the Copyright Act, you will only be able to view certain information to which copyright applies. These may include plans, specifications etc. To enable you to obtain a copy of this information, you will need to provide proof of the Copyright Owners consent prior to any copy being provided.</p>
12. Building Certificates	<p>Should you require access to an existing Building Certificate you may apply under the <i>Environmental Planning and Assessment Act 1979 section 149G</i> (written consent from the owner is required to obtain a copy – Part C (4) of this form is to be completed). A set fee of \$10.00 is payable to obtain a copy of the certificate under the <i>Environmental Planning and Assessment Regulation 2000 Clause 261</i>.</p>
13. Further GIPA Information	<p>Further information can be obtained from the NSW Office of the Information Commissioner: Website – www.oic.nsw.gov.au Email – oinfo@oic.nsw.gov.au Mail – GPO Box 7011, Sydney NSW 2001 Freecall – 1800 463 626</p>

OFFICE USE ONLY	
Request received by:	Date application received:
Fees paid: \$..... Receipt no:	Date:
Referred to:	Date: