

**AlburyCity**  
 Customer Service Centre  
 553 Kiewa Street, Albury NSW 2640  
 Tel: (02) 6023 8111  
 info@alburycity.nsw.gov.au  
 www.alburycity.nsw.gov.au

OFFICE USE ONLY	
Date File Ordered:	
Parcel Number:	
Processed By:	
Date Sent to PIO:	

## Government Information (Public Access) Act 2009

### INFORMAL ACCESS TO INFORMATION REQUEST

General information about the Government Information (Public Access) Act 2009 is available by calling the Office of the Information Commissioner on free call 1800 472 679 or on its website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

#### How to complete this form:

1. This form is for requesting, under the *Government Information (Public Access) Act 2009* (GIPA Act), informal access to information held by Albury City Council.
2. Please complete all fields (write N/A if not applicable) and attach all necessary documentation. Detailed information helps us to identify or locate the information you are seeking, and you may attach additional pages if required. We may not be able to process your application if we don't have sufficient detail to identify or locate the information requested.
3. Once complete, submit this form to us via [info@alburycity.nsw.gov.au](mailto:info@alburycity.nsw.gov.au) or at the Customer Service Centre listed above.
4. We will contact you if the information you have requested is available for release.

There is no application fee for informal access requests. However, fees may apply for photocopying of documents. Fees are set out in Council's fees and charges schedule on our website.

1. APPLICANT DETAILS			
Name(s):			
Company:			
Postal Address:			
Suburb or Town:	State:	Postcode:	
Phone No:	Business:	Mobile:	
Email:			
How I would like to be contacted:	<input type="checkbox"/> By telephone	<input type="checkbox"/> By email	<input type="checkbox"/> By Post

2. PROPERTY DETAILS			
Unit No:	House No:		
Street Name:			
Suburb or Town:	State:	Postcode:	
Lot No:	Section:	SP/DP:	

3. OWNER DETAILS (not required for fencing purposes)			
Name(s):			
Company:			
Postal Address:			
Phone No:	Business:	Mobile:	

4. RELEVANT DOCUMENTATION	
<b>I WOULD LIKE TO ACCESS:</b>	
<input type="checkbox"/>	Development Application (DA), Complying Development Certificate (CDC) or Construction Certificate (CC)
<input type="checkbox"/>	Building Certificate
<input type="checkbox"/>	Occupation Certificate
<input type="checkbox"/>	Architectural / Engineering Plans
Please describe the information you would like access to:	

5. ADJOINING OWNER INFORMATION – DIVIDING FENCES	
<b>I WOULD LIKE TO ACCESS:</b>	
<input type="checkbox"/>	Adjoining owner contact details (for fencing purposes only)
<input type="checkbox"/>	I DO NOT require adjoining owner information
<input type="checkbox"/>	I declare that I am the owner of the property and am seeking owner’s contact details for adjoining properties. I declare that the information provided will only be used for contacting adjoining property owners for the purpose related to dividing fences
<p><i>Please Note: For privacy reasons, Council is not obliged to provide the contact details of adjoining landowners unless the request is made under the Dividing Fences Act 1991 or other justifiable reasons where there is an overriding public interest that the details be disclosed. Only owner names and forwarding addresses will be provided. Personal contact details (ie email address or telephone numbers) of adjoining landowners will not be provided. NSW Land Registry Services maintains public registers on land title records, visit <a href="https://www.nswlrs.com.au/Access-Titling-Information">https://www.nswlrs.com.au/Access-Titling-Information</a> or phone 1300 396 076 for further information</i></p>	

6. HOW WOULD YOU LIKE TO ACCESS THE INFORMATION		
<input type="checkbox"/> I would like them emailed to me	<input type="checkbox"/> I would like to view them at the Customer Service Centre (30 minute appointments only) Please contact our Customer Service Centre to schedule a time from the list below (Monday-Friday): <input type="checkbox"/> 10:00am <input type="checkbox"/> 2:00pm <input type="checkbox"/> 10:30am <input type="checkbox"/> 2:30pm <input type="checkbox"/> 11:00am	<input type="checkbox"/> I would like photocopies posted to me (fees apply)

### 7. COPYRIGHT DECLARATION

I declare, under the *Copyright Act 1968 (Cth)*, that I am the Copyright Owner of the following documents and hereby give my consent to Albury City Council to reproduce the identified documents for the purpose of this request.

\*The Copyright Owner is the person /organisation who prepared the plans/documents\*

In addition, for companies: I declare that I am duly authorised to provide consent on behalf of the company in accordance with the *Corporations Act 2001(Cth)*

Description of document/s:

Name:	Position:
Signature:	Date:

### 8. COPIES OF DOCUMENTS WITHOUT COPYRIGHT OWNER'S CONSENT

(For more information about GIPA and copyright issues, see [www.ipc.nsw.gov.au/fact-sheet-gipa-act-and-copyright-december-2019](http://www.ipc.nsw.gov.au/fact-sheet-gipa-act-and-copyright-december-2019))

I am seeking to obtain copies of documents that are subject to copyright. Please assess this application on the following grounds:

- The Copyright owner is unable to be identified on the document
- The Copyright owner can be identified on the document, however I have been unable to obtain the Copyright owner's written consent. I have made reasonable attempts to locate and obtain the Copyright owner's consent as follows:

\* **Note:** Please be aware completion of this part does not guarantee these documents will be provided as per s.6 (6) of the GIPA Act.

### 9. APPLICANTS DECLARATION

- I declare that I am the owner of the property stated in Section 2
- I declare that I am the real estate agent or valuer appointed to act for the owners of the property stated in Section 2, under the *Property Stock and Business Agents Act 2002* and Regulations
- I declare that I am the solicitor or conveyancer acting on behalf of the owner of the property stated in Section 2
- I have obtained written consent from the property owner / their agent / their solicitor or conveyancer and the consent is attached / has been provided to Council

Name:	Signature:	Date:
-------	------------	-------

#### Important Information:

- You may view floor plans at the Customer Service Centre with written permission from the current registered owner/s
- If you require copies, council will need written permission, including signature/s of the Copyright Owner (Designer / Architect / Engineer or Surveyor). In addition permission from the property owner/s. (see Section 6 Copyright Declaration)
- Due to copyright legislation, if copyright owner permission is not available or the copyright owner cannot be identified from the documents, Council's Public Information Officer will assess the application. Each application is assessed individually (see Section 7 Copies of documents without Copyright Owner's consent)
- Photocopying will be charged in accordance with AlburyCity's fees and charges schedule

#### \*PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

In making this application, you are providing personal information. This information will only be used in connection with this application and will be handled in accordance with the *Privacy and Personal Information Protection Act 1998*.