



## Informal Access Request Form

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

(No application fee payable)

### Applicant Details

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

### Application Details

Please provide as much information about your request as possible. I request access to information/documents(s).

<input type="text"/>
<input type="text"/>
<input type="text"/>

If you require development information and you are not the owner, some documents may not be viewed and copied e.g. internal floor plans, unless the owner's consent is provided (see over).

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"/>
Property Address	<input type="text"/>				
Age of Building	<input type="text"/>				
Time Period: (please tick)	<input type="checkbox"/> Pre 1991	<input type="checkbox"/> 1991-2002	<input type="checkbox"/> Post 2002		

### Other Considerations

Please advise us **WHY** you would like this information, as it may assist us in determining the release of information sought, and applying the public interest test.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**Form of Access** (please tick)

I wish to inspect the document(s) ☐ Yes ☐ No

I require a copy of the document(s) ☐ Yes ☐ No

I require access in another form ☐ Yes\* ☐ No

\*Please Specify

**Declaration**

1. I understand that I may be required to pay charges in accordance with Council's Operational Plan (fees and charges) in respect of this request.
2. I 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.
3. In accordance with copyright laws, I undertake to refrain from copying, photographing, scanning or reproducing any images of documents provided to me for viewing purposes.
4. Should I be provided with copies of DA Documents under Clause 268 of the regulations, I note copyright laws still apply.

I (Applicant's Name)

Applicant's Signature

Date

**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.

I (Owner's Name)

Owner's Signature

Date

**Office Use Only**

Copy Fee

Receipt number

**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.