

INFORMAL ACCESS REQUEST FORM



THIS FORM IS TO BE USED WHEN REQUESTING OPEN ACCESS INFORMATION HELD BY COUNCIL IN ACCORDANCE WITH SECTION 8 OF THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 & SCHEDULE 5 - GOVERNMENT INFORMATION (PUBLIC ACCESS) REGULATION 2009

PO Box 21 Gosford 2250
Phone 4325 8222 Email goscity@gosford.nsw.gov.au

APPLICANT'S DETAILS

Surname.....Given names.....Title (Mr/Mrs/Ms).....

Email.....

Postal Address.....

.....State.....Postcode.....

Telephone Number (H).....(W).....(M).....

Is the information about your personal information? [] Yes [] No

Personal Information means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can be reasonably be ascertained from the information or opinion.

DETAILS OF INFORMATION REQUIRED: *Please describe the information you would like to access in enough detail to assist us with identification.*

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PROPERTY DETAILS (if applicable)

Street Address.....

Lot No.....DP/SP No.....Development Application No (if known).....

PLEASE NOTE: OWNER'S WRITTEN CONSENT REQUIRED FOR FLOOR PLANS.

COPYING CHARGES

Copy charges apply in accordance with Council's adopted fees and charges (available on our website)

Applicant advised of estimated copying charges of \$.....

☐ Yes ☐ No ☐ Not required (Please tick applicable)

DOCUMENT PROVISION DETAILS

In the interests of the environment and as is consistent with Council's Environment Policy, this information will be provided electronically, therefore please ensure you have provided an email address. An alternative method of provision may be considered.

COPYRIGHT NOTICE:

Council may provide the applicant with a copy of a document for information purposes only, as required by relevant legislation. Copyright laws, in accordance with the Copyright Act 1968, still apply to that document.

I, the undersigned, understand the following:

1. Should the documents requested not be held in Council's electronic recordkeeping system, I may be required to submit a Formal Access Application.
2. Owner's written consent **must** be provided to obtain copies of floor plans.
3. Council will undertake a reasonable search of its records to satisfy requests in accordance with Section 8 and Section 53 GIPAA.
4. The copyright-owner's consent is required if any part of the document is used for any other purpose.
5. Historical records held on microfiche may not be of a printable quality.
6. Council will endeavour to meet these requests within a 15 day period having regard to circumstances of the case and availability of staff

Signature.....Date.....

If you require assistance in completing this form, please contact Customer Services on (02) 4325 8222 or visit our website at www.gosford.nsw.gov.au