ACCESS TO INFORMATION
REQUEST

City of Canada Bay

NOTE: Council will not provide copies of plans relating to DAs unless the DA is on exhibition or consent has been obtained from the owner of the copyright.

Applicant Details

Surname: First Name:

Address:

Suburb: Postcode:

Email: Phone (m):

Phone: (please select) Home Work

Details of Information Requested - PROCESSING OF APPLICATIONS MAY TAKE UP TO 20 BUSINESS DAYS

Application/File No(s): DA/BA/CC:

Property Address:

Suburb: Postcode:

- View DA conditions of consent only
- Copy DA conditions of consent only
- View approved plans only (requires authority from Owner for internal plans)
- Copy approved plans only (requires authority from Architect/Copyright Owner)
- View BA/Construction Certificate
- Copy BA/Construction Certificate
- Other Requested Information (please refer to Terms & Conditions)

Property Owners Consent

Is the applicant the owner of the Property in question? Yes No

If Yes, please read and sign Declaration section. If No, please obtain owner's consent by having them enter their details

Owner's name:

Owner's signature:

Date:

Copyright Holders Consent

Copying of plans requires written consent from the Copyright Holder.

Copyright Holder:

Company:

Signature:

Date:

Declaration

I have read and understood all of the Terms & Conditions attached. I verify that all of the information provided on this form is true and correct.

Applicant's Signature: Date

Lodgement of Form Options

Postal Address: City of Canada Bay Civic Centre
1A Marlborough Street, Drummoyne, NSW 2047
Locked Bag 1470 Drummoyne NSW 1470

Email: council@canadabay.nsw.gov.au
Contact: 9911 6555
Website: www.canadabay.nsw.gov.au

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ACCESS TO INFORMATION
TERMS & CONDITIONS
(In accordance with Section 8 of the GIPA Act).

City of Canada Bay

Completion of this form will only be required if the information is not available on Council's website or cannot be provided directly by a Council Customer Service Officer.

Guidelines

- The applicant is required to provide specific details of the information requested to aid in the retrieval of the correct information otherwise the application may be refused on the grounds that it an unreasonable drain on Council's resources.
- A reason for the request for information access will be of assistance in processing your application. Information that is, on balance, contrary to the public interest or is considered an unreasonable disclosure of personal matters will not be made available;
- A member of Council's staff will supervise the information viewing sessions;
- PLEASE NOTE: Where viewing appointments are booked and are not attended without any prior notification, the application will be considered to be closed.

Personal Information

- A request for the personal information of other individuals will normally require the written consent of that person to be obtained and be provided to Council;
- In exceptional circumstances, (i.e. in cases of emergency) personal information may be provided by Council without consent of the other parties. These circumstances will need to be advised in writing on a statutory declaration and may be approved only at the discretion of the Manager, Governance & Support Services;
- Personal information may also be provided on request to law enforcement agencies, such as the NSW Police and state/Federal authority as part of their enforcement or investigative duties;
- The viewing of one's own personal information will require their identity to be verifiable and will normally require attendance in person to view;
- Before access is given to either view personal information or to obtain copies of documents containing personal information, it will be necessary to provide proof of identity to Council staff;
- Suitable forms of identity will include a photo ID and examples of these are: NSW or other Australian state/territory drivers licence, passport or security licence;
- If proof of identity cannot be established, Council has the right to refuse access to personal information.

Fees & Charges

- After your application is assessed, you will be advised of any fees applicable including photocopying fees;
- Payment of fees and charges may be made by cash, cheque or by credit card;
- A blank credit card authority form can be requested by fax, mail or e-mail. This should be returned to Council marked to the attention of the Records Section;
- Please note, an additional 1% Credit Card Processing Surcharge will apply to all payments made by credit card;
- Where required, a charge for postage or courier services may be applicable and a quote for this can requested at the time of application.

Timeframe

- The applicant will be notified when files are available and they will be required to make an appointment to view the file;
- Appointment times are between 9-11.30am and 2-3.30pm;
- Depending upon the information requested, the processing of an application may take up to 20 business days. However, the retrieval of the DA conditions of consent may be provided over the counter if available.

Plans/Drawings

- The viewing and copying of internal plans other than those showing the height and external configurations of a residential property will require the property owner's written consent;
- The viewing of plans of a commercial property will not normally require consent except where residential components form part of that property;
- Where copies of plans are requested, these are subject to copyright legislation in accordance with Section 6 (6) of the GIPA Act and will only be supplied when written authority from the copyright holder is provided. Where authority is unable to be obtained or the copyright holder is not able to be contacted or is unknown, copies of plans will not be provided.

The following documents are available under Schedule 1 of the GIPA Regulation 2009 unless there is an overriding public interest against disclosure of the information:

1. Information contained in the current version and the most recent previous version of:
   - the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA,
   - code of meeting practice,
   - annual report,
   - annual financial reports,
   - auditor's report,
   - delivery plan/operational plan
   - EEO management plan,
   - policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,
   - annual reports of bodies exercising functions delegated by the local authority,
   - any codes referred to in the LGA.

2. Information contained in the following records (whenever created) is prescribed as open access information:
   - returns of the interests of councillors, designated persons and delegates,
   - agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public),
   - minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
   - Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA.

3. Information contained in the current version of the following records is prescribed as open access information:
   - land register,
   - register of investments,
   - register of delegations,
   - register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008,
   - register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,
   - the register of voting on planning matters kept in accordance with section 375A of the LGA.

Council Plans and Policies

1. Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
   - local policies adopted by the local authority concerning approvals and orders,
   - plans of management for community land,
   - environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act 1979 applying to land within the local authority's area.

Information about development applications

1. Information contained in the following records (whenever created) is prescribed as open access information:
   - development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:
   - home warranty insurance documents,
   - construction certificates,
   - occupation certificates,
   - structural certification documents,
   - town planner reports,
   - submissions received on development applications,
   - heritage consultant reports,
   - tree inspection consultant reports,
   - acoustics consultant reports,
   - land contamination consultant reports,
   - records of decisions on development applications (including decisions made on appeal),
   - a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2).

2. This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
   - the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
   - commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.
   - A local authority must keep the record referred to in subclause (1) (c).

Approvals, orders and other documents

1. Information contained in the following records (whenever created) is prescribed as open access information:
   - applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application,
   - applications for approvals under any other Act and any associated documents received in relation to such an application,
   - records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals,
   - orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA,
   - orders given under the authority of any other Act,
   - records of building certificates under the Environmental Planning and Assessment Act 1979,
   - plans of land proposed to be compulsorily acquired by the local authority,
   - compulsory acquisition notices,
   - leases and licences for use of public land classified as community land.

Lodgement of Form Options

Postal Address:	City of Canada Bay Civic Centre 1A Marlborough Street, Drummoyne, NSW 2047 Locked Bag 1470 Drummoyne NSW 1470	Email: Contact: Website:	council@canadabay.nsw.gov.au 9911 6555 www.canadabay.nsw.gov.au