Mosman COUNCIL

APPLICATION TO ACCESS COUNCIL INFORMATION (INFORMAL)
Government Information (Public Access) Act, 2009 **(GIPA)**

APPLICANT DETAILS

Title: | Given Name(s) | Surname / Last Name

Mr/Mrs/Ms/Dr Other:

Company name:

Contact Address:

Unit | / | House Number

Type of Applicant:
☐ *Media representative*
☐ *Member of Parliament*   ☐ *Legal representative*
☐ *Private Sector*   ☐ *Member of the public*

Street or PO Box:

Suburb: | State: | Postcode:

*Daytime Phone | *Fax: | *Mobile:

*Email:

Voluntary information only. (Assists with timely processing of your application)   See Privacy and Personal Information Act statement)

PROPERTY DETAILS

I wish to view records of Council pertaining to:

Subject / Property Address: _____

Required Information: *(Specify in detail the type of documents required.)*

_____
_____
_____

Reason for Viewing Documentation: _____

_____

UNDERTAKING BY APPLICANT

I accept that the records concerned may be perused and notes taken. I undertake to strictly observe any directions given and to respect the integrity of the records made available. I will not photograph, trace, write on or otherwise deface or damage or remove a record.

Signature: _____   Date: _____

OFFICE USE ONLY

Officer Name: ……………………………………….. Date ………….. ……………………………..

Time taken to process application: ……………days   **Files VIEWED: YES: ☐   NO: ☐**

IMPORTANT INFORMATION

As from 1 October 1998 Council ceased placing "hard copy" documentation on its physical files. Information is now stored electronically and as such computer terminals have been made available in the Civic Centre foyer to allow public access. Records Management staff are available to assist applicants in searching for documentation on the computer. Given the above it is very important for applicants to be as **specific as possible** when advising what it is they wish to view.

PLEASE NOTE: If required to view hard copy records <u>you will need to produce photo identification</u>; to be retained by Council staff for the duration of the viewing session.

Applicants should note that some files may be stored off site or are in use by Council officers. If this is the case it may take up to 5 working days for the file to become available. A Records Management Officer will contact you as soon as the file(s) is/are available for viewing. Photocopies from file can be arranged (in accordance with relevant legislation) and are subject to fees in accordance with Council's Pricing Policy. Note: Some development/building application and property related information can only be copied with the consent of the copyright owner. Technical advice regarding a matter not currently before Council may require the making of an appointment with the relevant officer.

Government Information (Public Access) Act, 2009
Applicants are advised that they may choose to lodge a formal access application under the *Government Information (Public Access) Act, 2009*. Further details about your right to information under the GIPA Act are available on request.

PRIVACY AND PERSONAL INFORMATION ACT

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application in a timely manner. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it are accessible to the public upon enquiry.

LODGEMENT INFORMATION

Method of Lodgement
It is recommended that applications be submitted in person at Civic Centre, Mosman Square, Spit Junction, to avoid time lost in the event of incomplete applications and the need to return them by post.

Applications that are lodged by post should be addressed to The General Manager at the following address:

PO Box 211
SPIT JUNCTION NSW 2088

Fax: 02 9978 4132   Email: council@mosman.nsw.gov.au

Further Information
If you require further information on completing this form, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Monday to Friday.

DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application.

_____ _____ _____
(Applicant's Signature)   **(Date)**