

1b. Informal Access Request

(Refer to section 18 of the GIPA Act 2009 and Schedule 5 - GIPA Regulation 2009)

INFORMATION: This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's Records Management System.

You may lodge this Access Application at Tweed Shire Council offices:

Civic and Cultural
Centre
Tumbulgum Road
Murwillumbah NSW

Tweed Heads
Administration Office
Brett Street
Tweed Heads NSW

OR

By Mail to:
General Manager
Tweed Shire Council
PO Box 816
Murwillumbah NSW 2484

By Email:
tsc@tweed.nsw.gov.au

1. YOUR DETAILS

Surname:	<input type="text"/>	Title:	<input type="text"/>
Other names:	<input type="text"/>		
Postal address:	<input type="text"/>		
Day-time telephone:	<input type="text"/>	Facsimile:	<input type="text"/>
Email:	<input type="text"/>		
Is the information about your personal information?	<input type="checkbox"/> Yes / <input type="checkbox"/> No		

2. I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:

(if additional space required attached an additional sheet to this application).

3. PROPERTY DETAILS - IF THE INFORMATION IS ABOUT PROPERTY:

Street Address	<input type="text"/>		
Lot No	<input type="text"/>	DP or SP No	<input type="text"/>
		Application No	<input type="text"/>
Building Name	<input type="text"/>	Approx Age of Building	<input type="text"/>
Description of development	<input type="text"/>		

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Technology and Corporate Services

4. COPYING CHARGES

Copy charges apply in accordance with Council's adopted fees and charges.

Applicant advised of estimated copying charges of

\$

Yes / No / Not required

5. DOCUMENT INSPECTION / DELIVERY DETAILS (Circle one item)

Inspect files at Council's Civic Centre on

Date:

Forward by Mail Fax E-mail

OWNER'S OR ARCHITECT'S CONSENT IS REQUIRED FOR REQUESTS FOR COPIES OF (DEVELOPMENT & BUILDING APPLICATION & CONSTRUCTION CERTIFICATE) PLANS & ALSO FOR COPIES OF BUILDING CERTIFICATES

Owner's or Architect's Name:

Signature of Applicant:

Date:

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: Public access to Council's documents.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary, a consequence of non provision is that insufficient information will be provided.

Access / Correction:

Requests for access / correction of information under the Government Information (Public Access) Act or Privacy and Personal Information Protection Act 1998, contact the Council's Public Access Coordinator.

Storage:

This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is completed.

6. OFFICE USE ONLY

Request received by:

Location:

Date:

Total fees:

Total fees paid:

Receipt Number

Referred to:

Department

Date

Completed by:

Completed date:

(Signature)

(Date)

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 472 679) or at its website: www.ipc.nsw.gov.au