



Glen Innes Severn Council

Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Public Officer on 02 6730 2300 or visit our website at www.gisc.nsw.gov.au

1. Your details

Surname: **Title:** ☐ Mr ☐ Mrs ☐ Ms

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

Is the information about your personal information: ☐ Yes ☐ No

☐ I agree to receive correspondence at the above email address.

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

☐ Australian Drivers Licence, with photograph, signature and current address.

☐ Current Australian Passport

☐ Other proof of signature and current address details

3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, we may refuse to process your application.

Are you seeking personal information? Yes ☐ No ☐

4. If the information is about Property:**PROPERTY DETAILS**

Street Address:

Lot No: DP: Application No:

Description of development:.....

The time period/date range you would like us to search within (E.g. September 2008 – June 2009)

From: To:

Owner's consent is required for requests for copies of Plans (Development & Building Application and Construction Certificate) and for copies of Building Certificates (Please note this list is not definitive) *. Copyright laws are applicable. Architects consent may also be required.

Owner's (or Architect's) Name:

Contact Telephone Number:

I/We consent to the lodgement of the application:

Signature of Owner/s (or Architect): Date:

N.B: for strata or company title properties, a signed letter of authorisation from the Body Corporate or Managing Company is required.

* A separate consent may be attached.

5. Are You Seeking Access to Information on Someone's Behalf?No ☐Yes ☐ (Please provide details below)

Title: _____ Given Name/s: _____ Family Name: _____

NOTE: You must attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation from the person concerned. If you are representing a corporation then you require an authority letter from the Managing Director on the company letterhead with a copy of the ASIC extract showing the Directors/Secretary names.

6. Form of access

How do you wish to access the information?

☐ Inspect the document(s) at Council offices☐ A copy of the document(s)☐ Access in another way (Please Specify) _____**7. Application Fee**I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

8. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes / No** (circle one)**9. Discount in processing charges**

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

☐ Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card).

AND / OR

☐ Special benefit to the public – please specify why below:

Applicant’s signature: Date:

Please post this form or lodge it at: **Glen Innes Severn Council, 265 Grey Street, Glen Innes, 2370**

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office use only

Date application received:.....

File reference:.....