

Government Information (Public Access) Act 2009

INFORMAL ACCESS REQUEST FORM

Please complete this form to apply for informal access to Council information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on (02) 6972 2266 or visit our website at www.blandshire.nsw.gov.au

1. Your details

Name: **Title:** Mr / Ms
Postal address: **Postcode:**
Day-time telephone: **Mobile:**
Email:

2. Information Requested

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, Council may be unable to process your application.

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3. Access to Information Relating to Development Applications If Applicable

Information about the property

Street Address

Lot No DP or SP No Development Application No.....

Building Name: Approx. Age of building:

Description of Development:

4. Files Requested (Please tick relevant box)

- | | |
|--|--|
| <input type="checkbox"/> Dwelling | <input type="checkbox"/> Deck/Pergola/Awning |
| <input type="checkbox"/> Alterations and Additions | <input type="checkbox"/> Dual Occupancy |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Carport/Garage/Shed |
| <input type="checkbox"/> Other: | |

5. Open Access Information Requested

Please indicate which documents you would like to access from the list below:

- | | |
|--|---|
| <input type="checkbox"/> Development Application | <input type="checkbox"/> Acoustics report |
| <input type="checkbox"/> Building Application | <input type="checkbox"/> Land contamination report |
| <input type="checkbox"/> Town Planning File | <input type="checkbox"/> Development Determination/Consent |
| <input type="checkbox"/> Statement of Environmental Effects | <input type="checkbox"/> Building Application Consent |
| <input type="checkbox"/> Notification Plan | <input type="checkbox"/> Construction Certificate |
| <input type="checkbox"/> Development Application/Building Application/Construction Certificate Plans * | <input type="checkbox"/> Occupation Certificate |
| <input type="checkbox"/> Planners Report | <input type="checkbox"/> Building Certificate (owner's consent is required, \$13 fee if a copy is required) |
| <input type="checkbox"/> Home Warranty insurance documents | <input type="checkbox"/> Approval and orders documents |
| <input type="checkbox"/> Heritage consultants reports | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Tree inspection report | <input type="checkbox"/> Application Supporting documents |
| <input type="checkbox"/> Delegate/Council report | <input type="checkbox"/> Stamped Plans (external layout only) |
| <input type="checkbox"/> Submissions on Development Applications | <input type="checkbox"/> Consultants reports |
| <input type="checkbox"/> Occupations Certificate (> year 2000) | <input type="checkbox"/> Construction Certificate application form |
| | <input type="checkbox"/> Inspection reports |

*** Please Note: Council will not provide copies of plans unless written consent has been obtained from the owner of the copyright. Access to residential floor plans also requires written consent from the property owner and documentary evidence of ownership ie rate notice or other relevant documentation and drivers licence.**

6. Identification & Owners Consent

I am the owner

I am not the owner

I am the owner and can provide consent from the strata

I am not the owner but can provide consent from the owner/strata

<p><u>Owners Consent for Residential Floor Plans</u></p> <p>As the owner(s) of the above property, I/we give consent to release the internal floor plans.</p> <p>Owner's name/s</p> <p>.....</p> <p>Owner's signature/s</p> <p>.....</p> <p>Date:</p>	<p><u>Copyright holder/Architect's Consent for copying plans</u></p> <p>As the architect/author of the plans for the above property, I give consent for Council to provide copies of plans.</p> <p>Architect/Author's name:.....</p> <p>.....</p> <p>Company:</p> <p>Signature/s</p> <p>.....</p> <p>Date:</p>
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Proof of identity will be required at the time of viewing. Council will accept a current Australian Drivers Licence, current Australian Passport, or other proof of signature and current address details.

You may also be required to provide proof of ownership. In this case, a transfer of sale is sufficient.

7. Form of access

How do you wish to access the information?

Inspect the document(s)

A copy of the document(s)

Access in another way (please specify).....
.....

8. Declaration

I, (print applicant's name) undertake that I will not remove or destroy any items within the files to which I have been granted access under this request. I also acknowledge that the person the subject of this request application, may be advised of the application.

I understand that I am not entitled to copies of copyrighted information; however these documents will still be available to view in accordance with the provision of the Government Information (Public Access) Act 2009. I understand that I can view information free of charge, and that if I request copies, fees are payable as outlined in Council's adopted schedule of fees and charges.

I have read and understand the above information. I understand that information requests have a turnaround time of up to twenty (20) working days.

Applicant's signature: Date:

General information about the GIPA Act is available by calling the Information Privacy Commission on freecall 1800 IPC NSW (1800 472 679) or at its website www.ipc.nsw.gov.au

Office Use Only:

No application fee payable.

Application received by: Date:

- 1. Original to Records
- 2. Copy to Corporate Services Co-ordinator