

INFORMAL ACCESS REQUEST FORM

[Section 18 Government Information (Public Access) Act 2009 & Schedule 5 - Government Information (Public Access) Regulation 2009]

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

Contact the Council on phone 6591 7222; email council@greatlakes.nsw.gov.au; fax 6591 7200 or Mail on PO Box 450 Forster NSW 2428

APPLICANT'S DETAILS

Surname Given Names Title (Mr/Mrs/Ms)

Postal Address

..... Postcode

Telephone Number (H) (W) (M)

Fax Number E-mail

IS THE INFORMATION ABOUT YOUR PERSONAL INFORMATION? YES / NO

I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:

.....

.....

.....

.....

IF THE INFORMATION IS ABOUT PROPERTY:

PROPERTY DETAILS

Street Address

Lot No DP or SP No Application No

Building Name: Approx Age of Building

Description of development

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

DOCUMENT INSPECTION / DELIVERY DETAILS

Inspect at files at Council's Administration Office OR Forward by Mail / Fax / E-mail Circle one item.

FOR COPYRIGHT REQUIREMENTS THE COPYRIGHT OWNERS (EG ARCHITECT, CONSULTANT) CONSENT IS REQUIRED FOR REQUESTS FOR COPIES OF (DEVELOPMENT & BUILDING APPLICATION & CONSTRUCTION CERTIFICATE) PLANS, REPORTS ETC. FOR COPIES OF BUILDING CERTIFICATES PROPERTY OWNERS CONSENT IS REQUIRED.

Owner's or Architect's Name

Signature of Applicant Date

PRIVACY & 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 & Personal Information Protection Act 1998, contact the Council's Privacy Contact Officer.**

Storage: **This form will be placed on a relevant file and/or will be saved on Councils main records management database when the request has been processed and the enquiry is completed.**

OFFICE USE ONLY

Request received by Location (XX,XX,XX) Date

Total Fees Total Fees Paid Receipt Number

Referred to Department Date

Completed by Completed date