

Informal request for access to information

Please complete this form to informally request access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

How to complete this form:

1. Ensure that all fields have been filled out correctly
2. Acknowledge that you agree to pay any fees and charges applicable to this application.
3. Once completed you can submit this form by email, mail or in person. Please refer to lodgement details overleaf.

1. Applicant details

Applicant's name

Postal address

Email

Mobile Other phone number ABN

2. Property details

Property address

Lot number and DP/SP number Application number

3. Details of information requested

You will require copyright holder's consent for us to provide copies of any copyright protected documents which may include plans, specifications and consultant's reports.

Reason for this request:

List the document/s you require (be specific):

Please note:

- * Searches for information relating to building/development applications prior to 2009 require access to archived files; and
 - * Occupation Certificates were not introduced until after 2004. However, there may be a final inspection letter.
- The minimum fee will be charged if no documents are located.

4. Method of receipt (please select one)

- Forward copies by email (charges may still apply for documents emailed) Collect hard copies (charges will apply)
- Inspect file at Council (charges may apply) (option not available for archived files)

5. Fees and charges

While there is no fee to lodge an application and have it assessed a processing fee may apply eg: if the request involves a large volume of records, if archived records need to be accessed (information relating to building or development applications prior to 2009), or if hard copies are requested. See our adopted Fees and Charges which are available on our website at <http://www.midcoast.nsw.gov.au/Council/Operational-Plans-Fees-Charges> . The minimum fee is \$30.00.

6. How to lodge this form

Completed form can be:

- Emailed to tareecouncil@midcoast.nsw.gov.au (submit button below)
- Forwarded by post
- Lodged at our Customer Service Counter between 8:30am & 4:30pm Monday to Friday (excluding public holidays)

7. Declaration

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 provisions of the Government Information (Public Access) Act 2009.

I understand that a search may involve accessing Council's archived records and if so, will incur a fee according to Council's adopted schedule of fees and charges.

I also understand that I can view information not located on archived files free of charge, and that if I request copies, fees are payable as outlined in Council's adopted Fees and Charges.

I have read and understand the information provided in Council's Information Sheet.

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

I agree to pay fees and charges applicable to this application.

I have read and understand the information provided in Council's information sheet

Signature (If submitting by email, print name below) Date

Print Name

Please Note

If Council has received your application, you will receive an email notification confirming so. If you do not receive an email confirmation, then Council has not received your application. Please contact Council by telephoning 6592 5399 or try saving this form to your computer and attaching it to an email, addressed to tareecouncil@gtcc.nsw.gov.au.

Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

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