

**GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009  
INFORMAL ACCESS REQUEST FORM**

*Please lodge this form by post, in person or email at the addresses below. Council aims to process your request within ten (10) working days*

**DETAILS OF APPLICANT**

Surname: ..... Given Names: ..... Title: .....

Postal Address:.....

.....Postcode:.....

Telephone number: ..... Mobile:.....

Email address: .....

**DETAILS OF APPLICATION**

Please describe the information you seek. If you do not provide sufficient detail, Council may not be able to process your application.

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.....  
.....

To assist Council with processing your application, please indicate why you want this information.

.....  
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.....

Date range of the information required: Start date: ..... End date: .....

**IF THE INFORMATION IS ABOUT PROPERTY, PROPERTY DETAILS:**

Street Address..... Lot

No ..... DP or SP No ..... Application No .....

Description of development.....

Owner  Purchaser  Other .....

Property owner's written consent attached, together with certified copy property owner's Identity.

**REQUEST FOR PERSONAL INFORMATION TO SERVE A NOTICE UNDER THE DIVIDING FENCE ACT 1991 SECTION 21**

Are you seeking personal information of the owner of a property for the sole purpose of serving a notice under the Dividing Fences Act 1991?  Yes  No

Because of the Privacy Act, Council is not at liberty to issue the requested information in regard to your personal details however Council can forward a letter on your behalf.

Would you like Council to Send a Letter on your behalf?  Yes  No

## PROOF OF IDENTITY/PROPERTY OWNER CONSENT/COPYRIGHT OWNER CONSENT

Are you seeking your own personal information?  Yes  No

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 driver's licence  Current Australian passport  
 Other proof of signature / current address details

### FORM OF ACCESS (Please tick relevant box)

- COPY OF DOCUMENTS (Fees payable as per Council's fees & Charges. Copyright conditions may apply.)  
 INSPECT DOCUMENTS  
 EMAIL (Fees payable as per Council's fees and charges. Copyright conditions may apply.)

### DECLARATION

I (print applicants name) .....

- Affirm the information I have provided is complete and correct.
- Understand written permission is required before copies of documents can be provided as per above.
- Understand I may peruse records and take notes.
- Will observe any directions given to me while viewing records.
- Will not photograph, trace, write on or otherwise deface, damage or remove a record.
- Understand there are fees associated with obtaining copies of documents, either in hard copy or electronic format.
- Understand that the information provided, in response to this request, is confidential and is intended for the use of the named Applicant only and specifically for the reason requested.
- Have read the Privacy & Personal Information Protection Notice below.

**APPLICANT'S SIGNATURE:** .....**Date:** .....

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The personal information requested on this form is collected for the purpose of recording and processing this application and providing the information requested. Access is limited to use by Council employees and other authorised persons. Supply of the personal information is voluntary, but if you cannot, or do not wish to, provide the information sought, Council may not be able to process your application. You may make application for access or amendment to information held by Council. This document will be stored on Council's electronic Records Management Database and archives.

Access to property information not listed as "Open Access" information under the GIPA Act will require the property owner's written consent, together with a certified copy of property owner's proof of identity. Access to copyrighted documents will be granted by way of inspection only, unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided.

**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](http://www.oic.nsw.gov.au)**