



## Request for Access to Development Application Information – GIPA Act 2009

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### MAKING A REQUEST FOR INFORMATION RELATING TO DEVELOPMENT APPLICATIONS

In accordance with the provision of the Government Information (Public Access) Act 2009 you may apply for certain information held by Council in respect of Development Applications. There are different kinds of applications that you can make, depending on the information that you require. Certain restrictions do apply to the type of information you can view and receive a copy of. To prevent any delay in replying to your request it is important that you read all the information on this sheet prior to applying for access to information.

#### ARE YOU BUYING OR SELLING A HOUSE?

If you are buying or selling a house, it is recommended you apply for a Building Certificate rather than relying on copies or old consents. The Development Consent will only specify the conditions that have been approved, and is no guarantee that the structure was built to those specifications. Therefore, Development Consent cannot guarantee current compliance.

Building Certificate require an application fee (please refer to Council's adopted fees and charges available at [www.blayney.nsw.gov.au](http://www.blayney.nsw.gov.au) ), they must also be submitted with a Surveyor's report and take up to ten working days to complete. A Council officer will inspect the property, and the issuing of an approved Building Certificate guarantees that Council will take no action to demolish or make major structural alterations to any existing buildings on the property for the next 7 years. Council is the only authority that can issue a Building Certificate.

#### INTERNAL FLOOR PLANS

Internal floor plans submitted as part of an application are not considered to be open access information. You will not be able to view them through an Open Access Development Application request. Please complete the form entitled '**Information Application for Access to Information**' There is no application fee involved, however you are required to prove that you are the current owner of the property by way of a rates notice or other relevant documentation, in addition to photo identification.

If you are not the owner of the property, you are not entitled to access internal plans.

## **THE IMPACT OF COPYRIGHT**

Due to the provision of the Copyright Act, you will only be able to view certain information to which copyright applies. These may include plans, specifications, etc. Under no circumstances will Council provide a reproduction or copy of a Copyright protected document.

## **HOW LONG WILL IT TAKE TO ACCESS THE INFORMATION?**

Council will respond to your request for access to information within twenty (20) working days. Where it is possible, the information will be made available to you as soon as practicable, however if Archive file retrieval is required an extension of time may be necessary. If applicable, because of certain restrictions that may apply to the information you have requested, you will be contacted and an appointment will be made for a suitable time for you to come in to Council and view the information that is available.

## **WHERE CAN I GET FURTHER INFORMATION?**

Further information can be obtained from the Office of the Information Commissioner NSW

- Got to the website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)
- Email an enquiry to [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)
- Mail an enquiry to GPO Box 7011, Sydney NSW 2001
- Call **1800 IPC NSW (1800 472 679)** between 9am and 5pm, Monday to Friday (excluding public holidays).

NOTE: If you have a hearing or speech impairment, you can call the IPC through the National Relay Service (NRS) on **133 677** or if you want to talk to us with the assistance of an interpreter, you can call us through the Translating and Interpreting Service (TIS) on **131 450**. NRS and TIS are free services.



**Government Information (Public Access) Act 2009  
REQUEST FOR ACCESS TO DEVELOPMENT APPLICATION  
INFORMATION – GIPA 2009 FORM**

**DETAILS OF APPLICANT**

Surname: ..... Given Names: ..... Title: .....  
Postal Address:.....  
.....Postcode: .....  
Telephone number: .....Mobile:.....  
Email address: .....

**PROPERTY DETAILS:**

Street Address .....  
Lot No .....DP or SP No ..... Application No .....  
Building Name: ..... Approx Age of Building.....  
Description of development.....

**FILES REQUESTED** (Please tick relevant box)

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

**OPEN ACCESS INFORMATION REQUESTED**

- |  |  |
|--|--|
| <input type="checkbox"/> Development Application Form  | <input type="checkbox"/> Construction Certificate Application Form     |
| <input type="checkbox"/> Application Supporting Documents<br>(e.g. Statement of Environmental Effects) | <input type="checkbox"/> Construction Certificate                      |
| <input type="checkbox"/> Stamped Plans (external layout only)  | <input type="checkbox"/> Inspection Reports                            |
| <input type="checkbox"/> Delegate/Council report   | <input type="checkbox"/> Home Owners Warranty/<br>Owner Builder Permit |
| <input type="checkbox"/> Submissions on Development Applications                                       | <input type="checkbox"/> Occupation Certificate<br>(> year 2000)       |
| <input type="checkbox"/> Existing Building Certificates  | <input type="checkbox"/> Development Consent                           |
| <input type="checkbox"/> Consultant Reports (please specify):  |  |
| <input type="checkbox"/> Orders relating to properties   |  |

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

I wish to inspect the record(s)  Yes  No

I require a copy of the record(s)  Yes  No

I require access in another form  Yes  No

(Specify).....

**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 i.e. rate notice or other relevant documentation and drivers licence.**

<p><b><u>Owners Consent for Residential floor Plans</u></b></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><b><u>Copyright Holder/Architect's Consent for copying plans</u></b></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>Company.....</p> <p>Signature.....</p> <p>Date ...../...../.....</p>
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**DECLARATION**

I (print applicants 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 provisions 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 turn around 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](http://www.ipc.nsw.gov.au)

**Office use only:**

<b>No application fee payable.</b>	
Application Received by: .....	Date: .....
<b>1. Original to Records</b>	
<b>2. Copy to Director Corporate Services</b>	