

1b. Informal Access Request

Technology and Corporate Services

4. 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

5. DOCUMENT INSPECTION / DELIVERY DETAILS (Circle one item)

Inspect files at Council's Civic Centre on

Date:

Forward by Mail Fax E-mail

OWNER'S OR ARCHITECT'S CONSENT IS REQUIRED FOR REQUESTS FOR COPIES OF (DEVELOPMENT & BUILDING APPLICATION & CONSTRUCTION CERTIFICATE) PLANS & ALSO FOR COPIES OF BUILDING CERTIFICATES

Owner's or Architect's Name:

Signature of Applicant:

Date:

PRIVACY AND 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 and Personal Information Protection Act 1998, contact the Council's Public Access Coordinator.

Storage:

This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is completed.

6. OFFICE USE ONLY

Request received by:

Location:

Date:

Total fees:

Total fees paid:

Receipt Number

Referred to:

Department

Date

Completed by:

Completed date:

(Signature)

(Date)

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 472 679) or at its website: www.ipc.nsw.gov.au