

## 1b. Informal Access to Information Request

(Refer to *section 18 of the GIPA Act 2009 and Schedule 5 - GIPA 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

A **\$25 fee** for retrieval applies to requests for records that were created prior to 1 July 2010. Certain Council records may require a Formal Access application under *s41 of the GIPA Act 2009* and Council will contact you if this requirement applies to your application and additional fees and charges will apply.

Payment can be made in person at Council offices (see below) or over the phone by calling (02) 6670 2400.

You may lodge this Access Application by email [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au) or at one of the following offices

Civic and Cultural Centre  
Tumbulgum Road  
Murwillumbah NSW

Tweed Heads Administration Building  
Brett Street  
Tweed Heads NSW

**OR** **Mail to:**  
General Manager  
Tweed Shire Council  
PO Box 816  
Murwillumbah NSW 2484

\* required information

### Access to Information – Request for Records

* Applicant Name	<input type="text"/>
* Company/ Organisation	<input type="text"/>
* Address	<input type="text"/>
* Telephone Contact	<input type="text"/>
* Email Contact	<input type="text"/>

#### Notes about access to government information

Certain Council records may require a Formal Access application under s41 of the GIPA Act 2009. Council will contact you if this requirement applies to your application.

#### Personal Information

Personal information, other than your own, will generally not be released.

#### Residential parts of buildings

Written consent from the property owner is required to view the plans and specifications for any residential parts of buildings, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected.

#### Written Consent

Where consent is required to access the information in your request an email from the relevant person/organization/business with address and contact information is required.

#### Copyright Terms of Use

By lodging this Informal Access to Information Request application and in consideration for being provided with informal access to the documents accessed through this application you agree agreeing to these Terms of Use:

- acknowledge that Council records and the information contained in Council records, may be subject to copyright under the *Copyright Act (1968) (Cth)*
- acknowledge that it is unlawful, without the permission of the copyright owner, to reproduce, publish, or communicate to the public, a Council record or the information contained in a Council record in which copyright subsists
- acknowledge that by permitting the inspection of a Council record or the information contained in a Council record through the Informal Access to Information application the Council does not expressly or impliedly consent to any infringement of copyright
- undertake to Council not to reproduce, publish, or communicate to the public, the accessed records
- indemnify Council against all liabilities, obligations, damages, injuries, penalties, claims, demands, actions, suits, judgments and any and all costs, expenses or disbursements suffered or incurred by, or made or brought against, the Council as a result of your breach of the above undertaking.

#### How I want to view the records

\* Please indicate how you would like to access your requested information:

- Receive a digital copy of the documents       Forward by Mail *(a fee may apply)*
- Inspect the documents at Council Offices

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### Non-Property Request

Please be as specific as possible in your description of the information required. You should consider providing a date range to assist and refine the scope of your request

\* Information requested

Date from:

Date to:

### Property Request

Please be as specific as possible in your description of the information required. You should consider providing a date range to assist and refine the scope of your request

\* Property (Street no. & Name)

\* Suburb

Property also known as Lot No.  Sec  DP/SP No.

I am the property owner

Building name

DA/BA Application No.

Date from:

Date to:

#### Details required

\* Please indicate which documents you would like to access

Notice of Consent / Determination  Building/Development Plans

Assessment reports  Occupation Certificate

Other (specify below)

Current or most recent only **OR** Date from:  Date to:

Proof of property owner's consent (if required)

Proof of property Business Secretary/Managing Agent's consent (if required)

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(Refer to *section 18* of the *GIPA Act 2009* and *Schedule 5 - GIPA Regulation 2009*)

### Applicant Declaration

In submitting this application:

- I agree to the Copyright Information Terms of Use (*listed on page 1 of this application*)
- I understand that a search may involve accessing and digitising Council's pre 1 July 2010 records and if so, will incur a fee in accordance with Council's adopted Fees and Charges Revenue Policy.
- I understand that information requests are processed in order of receipt and normally can expect a turnaround time of up to thirty (30) working days.
- I understand that conditions can be imposed on how the information can be accessed and Council's decision about what information will be provided to you is not reviewable.
- I acknowledge that all information provided in this application and in documents submitted is true, complete and correct.

Signature:  
(if submitting by electronically, print name)

Date:

DD/MM/YY

Once completed please save to your device and email as an attachment to [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au)