

Please complete this informal request form to obtain information held by Council under the Government Information (Public Access) Act 2009 (GIPA Act). Please note that Council is authorised to release information to a person in response to an informal request, unless there is an overriding public interest against disclosure of the information (s.8)

Privacy and Personal Information Protection Notice: The personal information provided is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be handled in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).

1. Applicant Details

Please supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer.

Surname _____

Given Names _____

Postal Address _____

Phone _____ **Mobile** _____

Email _____

Are you seeking personal information? **Yes** **No**

Access to the following Information is Required

Please provide specific details about the information you are seeking.

Note: To facilitate the supply of the information by Council, it is essential that your request be very **specific** and **clear**. For property related enquiries please include property address, LOT, Section and DP.

DA/CDC/CC Approval (Year) _____

Final Occupation/Building Certificate (Year) _____

Other _____

Are you seeking any plans - site, floor, elevation, structural, architectural? **Yes** **No**
If yes, please attach proof of copyright owner consent e.g. architect, builder

Copyright Owners Consent Attached **Yes**

Are you seeking a residential floor plan? **Yes** **No**
If yes please supply proof of home ownership or owners' consent

Home owner consent/s attached? **Yes**

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Applicant's Declaration

I apply for permission to access the information specified above. I have sought the written consent for release of the documents from the copyright owner which is attached. I understand that the decision to provide me (or not) with access to the information in response to this informal request is not reviewable under GIPA. I understand that I will be required to pay charges for copies of documents provided to me.

Signature _____ **Date** _____

Document Name	Version Number	Date of Issue	Review Date
CORP – Access to Council Information Informal Application Form	1.0.2	23 June 2017	As Required