

GUNNEDAH SHIRE COUNCIL

INFORMAL ACCESS REQUEST FORM

[Section 18 Government Information (Public Access) Act 2009 & Schedule 5 – Government Information (Public Access) regulation 2008]

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.

Contact the Council on phone 02 6740 2107; email council@gunnedah.nsw.gov.au; fax 02 6740 2119 or mail PO Box 63, Gunnedah NSW 2380.

Applicant's Details

SURNAME _____ TITLE Mr / Mrs / Miss

OTHER NAMES _____

POSTAL ADDRESS _____

TOWN _____ POSTCODE _____

DAY-TIME TELEPHONE _____ MOBILE _____

EMAIL _____

IS THE INFORMATION ABOUT YOUR PERSONAL INFORMATION? Yes / No (circle one)

I require access to the following information:

If the information is about property: Property Details

STREET ADDRESS _____

LOT NO _____ DP OR SP NO _____ APPLICATION NO _____

BUILDING NAME _____ APPROX AGE OF BUILDING _____

DESCRIPTION OF DEVELOPMENT _____

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

Document Inspection / Delivery Details

INSPECT ALL FILES AT COUNCIL CHAMBERS, ADMINISTRATION BUILDING, 63 ELGIN STREET, GUNNEDAH .

FORWARD BY: *tick one item*

MAIL

FAX

EMAIL

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

OFFICE USE ONLY

DATE REQUEST RECEIVED _____

TOTAL FEES _____

TOTAL FEES PAID _____

RECEIPT NO _____

REFERRED TO _____

DEPARTMENT _____

DATE _____

COMPLETED BY _____

COMPLETED DATE _____