

Shire of
Gunnedah
Land of Opportunity

GUNNEDAH SHIRE COUNCIL

INFORMAL REQUEST TO VIEW PROPERTY FILE

Application for permission to view information on Gunnedah Shire Council's Property File where it meets the criteria of open access information under the *Government Information (Public Access) Act 2009* and *Government Information (Public Access) Regulation 2009*; Copyright Act 1968; Local Government Act 1993 No 30, Chapter 7, S.83

Part 1				
1. Applicant's Details <i>Note: All owner/s consent is required to view a property file if required by a Prospective Purchaser, Real Estate</i>	Surname:		Title: Mr/Mrs/Ms	
	Given Name/s:			
	Postal Address:			
	Town:		Post Code:	
	Daytime Phone No.		Mobile:	
	Email:			
	I require access to the following information:			
2. Signature & Date	Applicant's Signature		Date	
Part 2				
3. Property Details	Street Address:			
	Lot No.	Section:	DP/SP:	Application No.:
	Building Name:		Approx. Age	
	Description of Development:			
Part 3				
4. Owner/s Details <i>Note: if more than one owner list all names</i>	Surname/s or Business Name/s		Given Name/s	
	Postal Address:			
Town:		Post Code:		
5. Owner/s Consent	I/We			
	Consent to open access information being made available to:			
Company Seal	Owner/s Signature/s		If Business, Office Held (at least 2 signatories if not Sole	
Note: Residential floor plans are not open access documents.				

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Part 4					
Fees and Charges	File access fees are applicable in accordance with Council's adopted fees and charges.				
Privacy & Personal Information Protection Notice	<p>Purpose of collection: Public access to Council's documents under Schedule 1 <i>Government Information(Public Access) Act 2009</i>.</p> <p>Supply: Is voluntary, some information may not be provided due to access laws. If you require access to information that is not open access a formal application for information may be made to Council's Public Officer.</p> <p>Access/Correction: Requests for access / correction of information under Schedule 1 <i>Government Information (Public Access) Act 2009</i> or <i>Privacy & Personal Information Protection Act 1998</i>.</p> <p>Storage: This form will be placed on a relevant file and/or will be saved on Councils main records management database when the request has been processed and the enquiry is completed.</p>				
Lodgement Details	<p>You can lodge the completed application by:</p> <p>In Person: 63 Elgin Street, Gunnedah</p> <p>Mail: PO Box 63, Gunnedah NSW 2380</p> <p>Fax: (02) 6740 2119</p> <p>Email: council@infogunnedah.com.au</p> <p>For further information regarding your application please telephone (02) 6740 2100</p>				
Part 5					
Open Access Details	<p>The following documents are considered open access under <i>Government Information (Public Access) Regulation 2009</i>, Schedule 1 (3)(2)(a).</p> <ul style="list-style-type: none"> ○ Land register ○ Development Consent (excluding internal plans of a residential building) ○ Construction Certificates ○ Complying Development Certificate ○ Occupation Certificates ○ Home warranty insurance documents ○ Structural certification documents ○ Town planner reports ○ Submissions received on development applications ○ Heritage consultant reports ○ Tree inspection consultant reports ○ Acoustics consultant reports ○ Land contamination consultant reports 				
Internal Floor Plans	<p>Internal floor plans of residential buildings submitted as part of an application are not considered to be open access information and you may not be able to view them or make a copy of them [Schedule 1 (3)(2)(a) <i>Government Information (Public Access) Regulation 2009</i>].</p>				
Copyright	<p>Due to the provision of the <i>Copyright Act 1968</i>, you will only be able to view certain information to which copyright applies. These may include plans, specifications etc. To enable you to obtain a copy of this information, you will need to provide proof of the Copyright Owners consent prior to any copy being provided.</p>				
Further Information	<p>Further information can be obtained from the NSW Office of the Information Commissioner: Website – www.oic.nsw.gov.au</p> <p>Email – oiinfo@oic.nsw.gov.au</p> <p>Mail – GPO Box 7011, Sydney NSW 2001</p> <p>Freecall – 1800 463 626</p>				
Council Procedure	<p>Further information can be obtained in Council's Access to Property Files SOP-CCDPED1.1</p>				
OFFICE USE ONLY					
Date of Request		Authority Check		Check Date	
Total Fees		Total Fees Paid		Receipt No	
Referred to		Department		Date	
Completed By		Completed Date			