



Glen Innes Severn Council

Informal Access Request Form Section 8 Government Information (Public Access) Act 2009

This form is to be used for access and/or disclosure of documents held by Council within files or stored electronically on Council's Records Management System.

You may lodge this Request Form at Glen Innes Severn Council offices:

Administration Office
Town Hall
265 Grey Street
GLEN INNES NSW 2370

OR

Mail to:
General Manager
Glen Innes Severn Council
PO Box 61
GLEN INNES NSW 2370

Email:
OR council@gisc.nsw.gov.au

1. Your details

Surname: **Title:** Mr Mrs Ms

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

Is the information about your personal information: Yes No

I agree to receive correspondence at the above email address.

2. Are You Seeking Access to Information on Someone's Behalf?

No

Yes (Please provide details below)

Title: _____ Given Name/s: _____ Family Name: _____

NOTE: You must attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation from the person concerned. If you are representing a corporation then you require an authority letter from the Managing Director on the company letterhead with a copy of the ASIC extract showing the Directors/Secretary names.

3. Owner's (or Architect's) consent (to be completed if not the Applicant):

Owner's consent is required for requests for copies of Plans (Development & Building Application and Construction Certificate) and for copies of Building Certificates (Please note this list is not definitive) *. Copyright laws are applicable. Architects consent may also be required.

Owner's (or Architect's) Name:

Contact Telephone Number:

I/We consent to the lodgement of the application:

Signature of Owner/s (or Architect): Date:

N.B: for strata or company title properties, a signed letter of authorisation from the Body Corporate or Managing Company is required.

* A separate consent may be attached.

4. If the information is about Property:

PROPERTY DETAILS

Street Address:

Lot No: DP: Application No:

Description of development:

5. Details of Informal Request:

Please provide specific and detailed information about what you are seeking.

Note: To facilitate the supply of information by Council, it is essential that your request be very specific and clear.

a) The type of information you are seeking

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b) The time period/date range you would like us to search within (E.g. September 2008 – June 2009)

From: To:

6. 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

7. Document Inspection / Delivery Details (Select one item)

- Inspect the document(s) at Council's Administration Office
- Forward by Mail
- Forward by Fax
- Forward by Email

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.

8. Applicant's Signature

Applicant's signature: Date:

*General information about the GIPA Act is available by calling the NSW Information and Privacy Commission on
1800 472 679 or visit their website: www.ipc.nsw.gov.au*

Office use only

Date application received:

File reference: