

**Government Information (Public Access) Act 2009
INFORMATION ACCESS APPLICATION 2017-2018**

1. Information

About this form

You may use this form to apply to Council for Information under Schedule 1 of the *Government Information (Public Access) Regulation 2009*

*Note: Council requires **24 hours notice** to collect documents requested under the Information Access Application.*

How to complete this form

1. Ensure that all fields have been completed correctly.
2. Please note that fields on this form marked with an * are mandatory

2. Applicant Details

Name

Company/Organisation (if applicable)

ABN Number

Postal Address

Town

State

Postcode

Email Address

Telephone

Mobile

3. Property Details

Street Address

Town

State

Postcode

Lot and DP Number

Application Number (if known)

Description of Development

4. Fees and Charges

Records Stamp

There is no application fee for an Information Access Request under Schedule 1, *Government Information (Public Access) Regulation 2009*. However, fees may be payable for copying of documents as set out in Council's schedule of Fees and Charges – The charges listed below are for black & white copies only. Colour copies will incur additional costs.

A4 - \$0.30 A3 - \$0.45 A2 or A1 - \$5.50 A0 - \$7.50

5. Accessing Information

I would like to **inspect the information** at the Council Administration Building, 135 Rusden Street, Armidale (only)

I would like a **copy of the information** subject to copyright provisions(charges per page apply - see page one for copy charges)

6. Details of Request

- | | |
|---|---|
| <input type="checkbox"/> DA/CDC Application Form (including supporting information) | <input type="checkbox"/> Structural Certification |
| <input type="checkbox"/> Development Application Plans | <input type="checkbox"/> Land Contamination Reports |
| <input type="checkbox"/> Development Application Consent | <input type="checkbox"/> Heritage Consultants Report |
| <input type="checkbox"/> Planner's Report (79C Assessment) | <input type="checkbox"/> Tree Inspection Report |
| <input type="checkbox"/> Building Application Plans | <input type="checkbox"/> Home Warranty Insurance |
| <input type="checkbox"/> Building Application Consent | <input type="checkbox"/> Acoustic Consultants Report |
| <input type="checkbox"/> Building Certificate | <input type="checkbox"/> Drainage Plan |
| <input type="checkbox"/> Construction Certificate | <input type="checkbox"/> DA Submissions |
| <input type="checkbox"/> Construction Certificate Plans | <input type="checkbox"/> Land and Environment Court Judgements |
| <input type="checkbox"/> Occupation Certificate | <input type="checkbox"/> Other documents (please specify below) |

Disclaimer: 149 Certificates are only valid on the date of issue. Obtaining copies of 149 Certificates from property files may result in outdated information being provided. It is recommended that an application for a new 149 Certificate is made when required.

Note: Schedule 1 Part 2 Section 3(2) Government Information (Public Access) Regulation 2009 access to internal configuration of residential developments is not permitted under open access. Due to copyright legislation Council is unable to provide you with a copy of plans from third parties.

7. Privacy and Personal Information Protection Notice

Purpose of Collection: For formal applications under the Government Information (Public Access) Act 2009.

Intended Recipients: Council staff and public access under Schedule 1 of the Government Information (Public Access) Regulation 2009

Supply: A Formal Access application is voluntary however a completed application is required for delivery and management of GIPA Applications

Storage: Council's adopted Records Management Systems and Archives.

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

8. Signature of Applicant

Applicant's Name

Signature

Date

COUNCIL USE ONLY

Amount Paid

Receipt Number

Received by

Signature

Date Received