

Government Information (Public Access) Act 2009 INFORMAL ACCESS APPLICATION



(Completion of this Form will assist Council in dealing with your request however it is not compulsory)

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.

Applicant's Details:

Name:

Address/Town/Postcode:

Contact Telephone Number (Business Hours) *:	Other Contact Numbers (Mobile/Home):
---	---

Applicant's Signature: Date:

* Council will contact you by telephone when the search has been completed.

I require access to the following information:

Is the information about your personal affairs? Yes No

** Documents Required eg: Site Plans, Home Owners Warranty, Engineer Report/Structural Drawings:
.....
.....
.....
.....

** Before lodging this form, please discuss the documents you require with a Customer Service Officer. You may need to complete a different application form eg: Drainage Diagram Application, Certified Occupation Certificate.

Identification of Property (if applicable):

Property Address (Number/Street/Locality):

Lot No:	Deposited Plan No:	Section:
---------	--------------------	----------

Owner's Consent (to be completed if not the Applicant):

Access to property information will require the Owner/s consent. Copyright laws are applicable. Architect's consent may also be required.

Owner/s Name:	Contact Telephone Number:
---------------	---------------------------

I/We consent to the lodgement of the Application:
Owner/s Signature ***: Date:
N.B: for strata or company title properties, a signed letter of authorization from the Body Corporate or Managing Company is required.

*** Separate consent may be attached

Office Use Only:

Files Requested By: Or Refer to D&A:	Files Requested:
--	------------------

Purpose of collection:	Public Access to Council's documents.
Intended recipients:	Council staff and 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:	Request for access/correction of information under the Government Information (Public Access) Act 2009 or Privacy & 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.