



# INFORMAL ACCESS TO INFORMATION APPLICATION

Please complete this form to apply for INFORMAL access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). Please note that pursuant to Section 13 of the GIPA Act, a **Public Interest Test** will be applied to this application to determine if there is an overriding public interest against disclosure of the information sought.

**FIELDS MARKED WITH AN \* ARE MANDATORY**

## Information already available

A search of Council's website or **Agency Information Guide (AIG)** may locate the information you seek. If the information has already been proactively released to the community via our website or AIG, there is no need to lodge an application. By prior appointment with Customer Service staff, you may use a public computer in the Customer Service area of Council to view the website if required. Council makes certain documents available for purchase. See Council's Schedule of Fees and Charges. Please be aware that if you seek one of these documents, it will **not** be available free of charge pursuant to Section 59 (1)(c) of the GIPA Act.

## APPLICANT DETAILS

*Contact Name:	Title:
Business Name:	ABN:
*Postal Address:	Postcode:
*Telephone: (H) (W) (M)	
Email:	

Preferred method for Council to send you notices as required by the GIPA Act:  Email (preferred)  Post.

*Please note that if you do not select a contact method, notices will be sent to your email address if you have provided one.*

## PROOF OF IDENTITY

**\* When seeking access to their personal information, an applicant must provide proof of identity which includes full name, address and a signature (Note: this can be either an original or a certified copy, or can be provided using more than 1 document):**

<input type="checkbox"/> Australian Driver's Licence with full name, signature and current address	<input type="checkbox"/> Other (give details):
--	--

## PROPERTY DETAILS

Street Address:	
Application Number:	Parcel Number:
Lot Number:	DP or SP Number:

## TYPE OF INFORMATION

Please provide as much detail as possible about the material you wish to access (please include additional pages if required):

Date or date range you would like us to search within e.g. Sept 2015 – June 2016:

TYPE OF INFORMATION (CONT.)	
The information relates to my personal affairs	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am the owner of the property and wish to inspect information	<input type="checkbox"/> Yes <input type="checkbox"/> No
I act for the owner of the property and wish to inspect information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (Please provide details)	

**An appointment must be made in order to view documents. Please arrange a suitable time with Customer Service staff.**

### NOTE

DUE TO **COPYRIGHT LEGISLATION**, THE CONSENT OF THE COPYRIGHT OWNER IS REQUIRED FOR COUNCIL TO BE LEGALLY ABLE TO PROVIDE COPIES OF CERTAIN DOCUMENTS (E.G. PLANS, DRAWINGS, SOME REPORTS). WITHOUT THIS CONSENT, COPYRIGHTED INFORMATION MADE AVAILABLE TO YOU IN RESPONSE TO YOUR APPLICATION WILL NEED TO BE VIEWED AT COUNCIL.

THE CONSENT OF THE PROPERTY OWNER IS REQUIRED FOR COPIES OF **BUILDING CERTIFICATES**.

**COPYING FEES APPLY** (THIS INCLUDES PRINTING AND DIGITISATION). ANY ELECTRONIC INFORMATION WHICH IS MADE AVAILABLE CAN BE SENT VIA EMAIL WITHOUT ANY CHARGE.

APPLICANTS SEEKING MATERIAL THAT NECESSITATES CONSULTATION WITH THIRD PARTIES PRIOR TO RELEASE, INCLUDING COPIES OF MATERIAL SUBJECT TO COPYRIGHT, MAY BE REQUIRED TO LODGE A **FORMAL APPLICATION** FOR INFORMATION AND PAY THE ASSOCIATED APPLICATION FEE OF \$30.

### PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** Public access to Council's documents.

**Intended Recipients:** Council staff and those persons granted lawful access under the *Government Information (Public Access) Act 2009*.

**Supply:** Voluntary; however, Council may not be able to process your application if insufficient information is provided.

**Access/Correction:** You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the *Privacy & Personal Information Protection Act 1998*.

**Storage:** This form will be placed on a relevant file and/or saved in Council's records management database.

In making this application, you are providing personal information such as your name and contact details. This information will be used for the purpose of assessing your application and ensuring Council can contact you regarding the status of your application. Your personal information will be handled in accordance with the *Privacy & Personal Information Protection Act 1998* and Council's Privacy Management Plan.

### DECLARATION

I DECLARE THAT:

- The information provided in this form is complete and correct.
- I understand that the Copyright Owner's consent must be provided in order to use any part of a copyright document for any other purpose (including making further copies in any format).
- I acknowledge that there is a charge to provide copies of documents that I request. Please see Council's Fees and Charges.
- I will not remove, alter, deface or destroy items contained within files to which I have been granted access via inspection.
- I have read the Privacy and Personal Information Protection Notice.
- I understand that it is an offence to give misleading information about my identity and that doing so may result in a decision to refuse the application.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

#### Office Use Only

Customer Request Number: \_\_\_\_\_ Receiving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Property Number: \_\_\_\_\_ Date Files Ordered: \_\_\_\_\_ Date Files Retrieved: \_\_\_\_\_

Customer advised of estimated copying charges of \$ \_\_\_\_\_

Appointment Date and Time: \_\_\_\_\_