

Request for Information Application

Section 8 Government Information (Public Access) Act, 2009

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) :
Email:	
Applicant's Signature:	
Date:	

I require access to the following information:
<i>Before lodging this form, please discuss the documents you require with a Customer Service Officer. You may need to complete a different application form e.g. Drainage Diagram Application.</i>
Is the information about your personal affairs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Documents Required e.g.: Site plans, Home Owners Warranty, Engineer Report/Structural Drawings:
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Property Details:			
Property Address (Number/Street/Locality):			
Lot No(s) :	Deposited Plan No(s):	Section No(s):	Approx. year built:

Owner's Consent (to be completed if not the Applicant):	
<i>Access to property information will require the Owner/s consent. Copyright laws are applicable. Architect's consent may also be required.</i>	
Owner/s Name:	Contact Telephone Number:
I/We consent to the lodgment of the Application:	
Owner/s Signature/s	Date:
<i>N.B for strata or company title properties, a signed letter of authorisation from the Body Corporate or Managing Company is required</i>	

Form of Access (Please tick the appropriate box):
<i>How do you prefer to access the information?</i>
A copy of the documents/s by : Email (free) <input type="checkbox"/> Post (copying charges apply) <input type="checkbox"/> Pick up (copying charges apply) <input type="checkbox"/>
Copying Charges per page (2018/19): A4: \$1.00 A3: \$2.00 Plan Printing: A0: \$31.50; A1: \$21.00 ; A2: \$16.80

Privacy & 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: Request for access/correction of information under the Government Information (Public Access) Act 2009 or Privacy & Personal Information Protection Act 1998, contact the Council
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

Date received:.....