
GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 ACCESS APPLICATION

Made under Section 41 of the *Government Information (Public Access) (GIPA) Act 2009*

NOTE: PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING WITH YOUR APPLICATION

If you need assistance please contact Council's GIPA Officer for advice before completing and submitting this application form. The information you are seeking may already be available online, for purchase or by request;

- Online** a search of Council's website may locate the information that you are seeking;
For purchase Council offers some documents for purchase (e.g. some certificates under the EP&A Act);
By request Council may administratively release a range of information upon request.

CONTACT DETAILS

You are required to supply your name and address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer. If you are applying on behalf of another person, please complete this section with your details.

NOTE: This application form is open access information and can be accessed by others; however your personal identifying details will be removed from the form before being accessed by others.

Title: _____ Name: _____ Family Name: _____

Organisation/Company: _____

Postal Address: _____

State: _____ Post Code: _____

PREFERRED METHOD OF CONTACT

(Tick one option & fill out related field below. Please include area code where appropriate.)

Phone Fax Mobile Email Post (as above)

Phone/Mobile No: _____ Fax: _____

Email: _____

FURTHER INFORMATION

More detailed information is available in Council's Publication Guide or on Council's web site at www.inverell.nsw.gov.au

APPLICATION DETAILS

Applicants need to provide sufficient information to enable the correct document/s to be identified. In addition, could you please advise why you would like to look at this information as this will assist in identifying the information you require. Council is obliged to consider Public Interest when determining the release/ non release of document(s). The information provided by you will assist council in fulfilling its obligation.

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360
Ph: 02 67 288 288 Fax: 02 67 288 277

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.

PROPERTY DETAILS

If you are applying for access to information held by Council on a particular property or development please specify the details here:

Street Address: _____

State: _____ Post Code: _____ Lot Number: _____

DP or SP Number: _____

Development Application Number (if applicable) _____

Description of Development (if applicable): _____

SUBJECT DETAILS

Please provide specific and detailed information about what you are seeking, as this will help us process your application.

a) The subject matter of the information you are seeking

b) The type of information you are seeking

Please tick the types of information you are seeking or provide further details

- | | | | |
|--|--------------------------|------------------------------|--------------------------|
| Development Application Consent | <input type="checkbox"/> | Planners Report | <input type="checkbox"/> |
| Application Form | <input type="checkbox"/> | Building Application Consent | <input type="checkbox"/> |
| Building Certificate | <input type="checkbox"/> | Occupation Certificate | <input type="checkbox"/> |
| Objection letter(s) to Development Application | <input type="checkbox"/> | DA, BA or CC Plans | <input type="checkbox"/> |
| Other Documents | <input type="checkbox"/> | Please list: _____ | |

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

d) Reason Information Requested

e) Third Party Consultation

Council may need to consult with other parties about the release of the information that you have requested. Do you object to your name only being released to these parties.

- No, I have no objection to the release of my name only.
- Yes, I object to the release of my name.

OWNER'S CONSENT

Owner's consent is required for requests for copies of Plans, Copies of Consultant reports and Copies of Building Certificates (Please note this list is not definitive).

OWNER'S OR COPYRIGHT OWNER'S CONSENT

Name: _____ Signature: _____ Date: _____

FEES & CHARGES

Application Fee = \$30.00

Additional fees for processing and copying may apply. Processing fees for GIPA access applications are charged at a rate of \$30.00 per hour.

Have you attached applicable application fee? Yes / No (Please Circle)

Please be advised that no processing of this application will take place until the relevant application fee has been received by Council. An advance deposit may be required to be paid for any application that involves more than five (5) hours processing time.

EVIDENCE OF IDENTITY

If you are seeking access to documents that contain personal information either in relation to you or on behalf of another person, you must provide evidence of your identity with this application or within 5 business days of making your application in order for your application to be processed. If you are seeking documents on someone's behalf, both parties must provide evidence of their identities.

NOTE: if you are not seeking any personal information, you are not required to provide evidence of your identity.

- If applying by;
- POST – Attach a certified copy of your identification document to this application form.
 - PERSON – Produce the original identification document for the GIPA Officer to sight.
 - EMAIL / FAX – Forward a **certified copy** of the identification document with your application form.
- (A certified copy is considered valid if it is witnessed by a lawyer, notary public or a justice of the peace)

NOTE: Documents that provide sufficient evidence of identity include:

- Current Driver's licence issued in a State or Territory of Australia
- Identifying page of a current passport
- Birth Certificate
- Statutory declaration of an individual who has known the applicant for at least one year

EVIDENCE OF IDENTITY SIGHTED

Sighting Officer Name (print) _____ Signature _____ Date: _____

APPLICANT'S DECLARATION

PRIVACY NOTICE: In making this application, you are providing personal information such as name and contact details. This information will be used for the purpose of assessing your application and ensuring we are able to remain in contact with you regarding the status of your application. Your personal information will be handled in accordance with the *Privacy and Personal Information Act, 1998*.

I DECLARE THAT:

- The information provided in this form is complete and correct
- I have read the privacy notice
- Where applicable, I have attached documents required for the purpose of this application
- (E.g. evidence of identity, authorisation to act on another person's behalf, evidence of owner's consent.)
- In the event I cannot attach any required copies of documents, I will provide them to Council within 5 **business days** of making this application
- I have included the relevant application fee

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 to process my application.

Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

Category of Information Requested: Open Informal Formal GIPA Application

CUSTOMER REQUEST NO: _____

RECEIVING OFFICER

Name: _____ Position: _____ Date: _____

FEES

Amount: \$ _____ Receipt No: _____

Copy of completed form provided to customer