

INFORMAL ACCESS APPLICATION (GIPA)

Council Chambers and Administrative Centre: 32 Salisbury Street, Uralla NSW 2358

Address all correspondence to: The General Manager, Uralla Shire Council, PO Box 106, Uralla NSW 2358

council@uralla.nsw.gov.au | www.uralla.nsw.gov.au | p 02 6778 6300 | f 02 6778 6349



Pursuant to S41 of the Government Information (Public Access) Act 2009

If you need help filling in this form, please contact Council's Customer Service Officer on 6778 6300 or email council@uralla.nsw.gov.au.

Name and Address

Name			
Title			
Postal Address			
Telephone		Mobile	
Email address			
<input type="checkbox"/> I agree to receive correspondence at the above email address			

Property Details

Street/Rural Address			
No.			
Street/Roads Name			
Town/Locality			
Lot Number	Section Number	DP or SP Number	
Description of Development			

Information Requested

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not provide sufficient detail, Council may not be able to process your application.

Please indicate which documents you would like to access from the list below (Note: only planning information post 2010 is informal access)

- | | | |
|--|--|---|
| <input type="checkbox"/> DA/CDC Application Form | <input type="checkbox"/> Building Application Plans | <input type="checkbox"/> Construction Certificate |
| <input type="checkbox"/> DA Plans | <input type="checkbox"/> Home Warranty Insurance | <input type="checkbox"/> Construction Certificate Plans |
| <input type="checkbox"/> DA Consent | <input type="checkbox"/> Structural Certification | <input type="checkbox"/> Acoustic Consultant Reports |
| <input type="checkbox"/> Planner's Report (79C Assessment) | <input type="checkbox"/> DA Submissions | <input type="checkbox"/> Land Contamination Consultant's Report |
| <input type="checkbox"/> Building Certificate | <input type="checkbox"/> Heritage Consultant's Reports | <input type="checkbox"/> Tree Inspection Consultant's Report |
| <input type="checkbox"/> Building Application Consent | <input type="checkbox"/> Occupation Certificate | <input type="checkbox"/> Land & Environment Court Judgments |

Proof of Identity

Only required when an applicant is requesting personal information on their own behalf; an applicant must provide proof of identify in the form of a **certified copy of the following documents**:

Are you seeking personal information?

- Yes
 No

- Australian Drivers Licence
 Other (Please specify)

Current Passport

Copyright

Access to copyrighted documents will be granted by way of inspection only, unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the architect/copyright owner is not able to be contacted, copies of copyright material will not be provided. Such documents include Plans and Consultant Reports submitted with a DA (please note this list is not definitive). If requested documents are subject to copyright, Council (where possible) will provide you with the details of the copyright owner to assist you in obtaining copyright owner written consent.

Privacy and Personal Information Protection Notice

The personal information requested on this form is collected for the purpose of recording and processing this application and providing the information requested. Access is limited to use by Council employees and authorised persons. Supply of the personal information is voluntary, but if you cannot, or do not wish to provide the information sought, Council may not be able to process your application. This document will be stored on Council's electronic records management database and archives.

Form of Access

There is no application fee for an Information Access Request under Schedule 1 of the *Government Information (Public Access) Regulation 2009*. However, fees may be payable for copying of documents as set out in Council's fees and charges.

- I would like to inspect the information at the Council Administration Building (32 Salisbury Street, Uralla)
 I would like a copy of the information (subject to copyright provisions) – Charges apply

Signature

Signature of the Person Submitting this Form

Name

Name of the Person Submitting this Form (print)

Date of Signature

DD MM YY