

## GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 INFORMAL ACCESS APPLICATION

Please complete this form to apply for informal access to documents held by Council and classed as open access documents (e.g. Building and Development information) under the Government Information (Public Access) Act (GIPA Act).

<b>Reference Number</b>		<b>Date:</b>													
<b>Applicant Name:</b>															
<b>Organisation:</b>															
<b>Postal Address:</b>															
<b>Phone:</b>															
<b>Email Address:</b>															
<input type="checkbox"/> I agree to receive relevant documentation at the above email address.															
<b>Information Required:</b> Please describe the information you would like to access in detail to allow us to identify and locate the information.															
<b>Note:</b> If you do not give enough details about the information you are seeking Council may be unable to process your application.															
<b>Reasons for requesting this documentation:</b> (this may assist us with locating the information you require):															
<b>Property Details:</b> (if applicable - Street Address: Lot Number: DP or SP Number:):															
<b>Are you the owner of the property?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No														
<b>Types of Documents required</b>															
If you wish to view floor plans of a residential building, you must either be the owner of the property or provide written consent from the owner. <b>Please note</b> , proof of identity and proof of ownership will be required in either case															
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> <b>Development/Determination consent</b></td> <td style="width: 50%; border: none;"><input type="checkbox"/> <b>Construction Certificate</b></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> <b>Site inspection results</b></td> <td style="border: none;"><input type="checkbox"/> <b>Statement of Environmental Effects</b></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> <b>Home Owners Warranty Insurance</b></td> <td style="border: none;"><input type="checkbox"/> <b>Construction Certificate Plans</b></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> <b>Occupation Certificate</b></td> <td style="border: none;"><input type="checkbox"/> <b>Building Application</b></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> <b>Development Application</b></td> <td style="border: none;"><input type="checkbox"/> <b>Records on decision of DA's</b></td> </tr> <tr> <td colspan="2" style="border: none;"><input type="checkbox"/> <b>Other:</b> .....</td> </tr> </table>				<input type="checkbox"/> <b>Development/Determination consent</b>	<input type="checkbox"/> <b>Construction Certificate</b>	<input type="checkbox"/> <b>Site inspection results</b>	<input type="checkbox"/> <b>Statement of Environmental Effects</b>	<input type="checkbox"/> <b>Home Owners Warranty Insurance</b>	<input type="checkbox"/> <b>Construction Certificate Plans</b>	<input type="checkbox"/> <b>Occupation Certificate</b>	<input type="checkbox"/> <b>Building Application</b>	<input type="checkbox"/> <b>Development Application</b>	<input type="checkbox"/> <b>Records on decision of DA's</b>	<input type="checkbox"/> <b>Other:</b> .....	
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<b>Internal Floor Plans</b>	Internal floor plans submitted as part of an application are not considered to be open access information and you will not be able to view them or make a copy of them [Schedule 5 (3)(2)(a) Government Information (Public Access) Regulation 2009].
<b>Copyright:</b>	Due to the provision of the Copyright Act, you will only be able to view certain information to which copyright applies. These may include plans, specifications etc. To enable you to obtain a copy of this information, you will need to provide proof of the Copyright Owners consent prior to any copy being provided.
<b>Fees and Charges</b>	There is no application fee for an Informal Access Request under Schedule 1, Government Information (Public Access) Act 2009. However, fees may be payable for copying of documents, depending on the size of the page in accordance with Council's adopted fees and charges. Documents may be viewed free of charge
<b>Lodgment details:</b>	You can lodge this application by: <b>Post to:</b> Junee Shire Council 29 Belmore Street (PO Box 93), JUNEE NSW 2663 <b>Email to:</b> <a href="mailto:jsc@junee.nsw.gov.au">jsc@junee.nsw.gov.au</a>
<b>Applicants Signature</b>	

#### PRIVACY STATEMENT

Junee Shire Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.