

FORMAL 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 Current Passport
 Other (Please specify)

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

Please specify how you wish to access the documents. Additional processing charges may be payable for copying of documents as set out in Council's fees and charges. Further information on Processing Charges is set out on page 3.

- 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) – Additional charges apply

Disclosure Log

The information sought is released to you and Council considers that it may be of interest to other members of the public. Council may record this in its 'disclosure log' (S25 of GIPA Act) on its website. Council may also make the information provided to you available to other members of the public. Please note that your name and personal information are not disclosed.

- Yes, I object
 No, I have no objection

Application Fees

A \$30.00 application fee is payable for formal access applications under the *Government Information (Public Access) Act 2009*. You can pay the application fee by cash, cheque, EFTPOS or credit card. (Please do not send cash by post.)

Payments can be made in person at our Customer Service Centre or by contacting us on (02) 6778 6300 to pay over the phone by credit card. Accepted cards are VISA and Mastercard. A credit card surcharge will apply.

Processing Charges

You may be asked to pay a charge for processing the application (\$30/hour). Some applicants may be entitled to a 50% reduction in processing charges if this would cause them financial hardship or if there is special benefit to the public. If you wish to apply for a discount, please indicate the reason below:

- Financial Hardship (please attach supporting evidence, e.g. pension or Centrelink card)
- Special benefit to the public (please specify: _____)

We will assess your request for processing charges reduction and let you know the outcome.

Additional processing charges may also be payable for copying of documents as set out in Council's fees and charges.

Contact Details

Please post this form or lodge it at

Uralla Shire Council
32 Salisbury Street
PO Box 106
Uralla NSW 2358

Or send via email to: council@uralla.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information and Privacy Commission (IPC) on Freecall 1800 472 679 or at the website www.ipc.nsw.gov.au/gipa-act

Signature

Signature of the Person Submitting this Form

Name

Name of the Person Submitting this Form (print)

Date of Signature

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <i>DD</i> | <i>MM</i> | <i>YY</i> |

Office use only

Receiving Officer:

Receipt Number:

Date received:

Valid Application: Y N

TRIM No.

Disclosure Log: Y N

Disclosure Log Updated: (Date)