

**Please complete** this informal request form to obtain information held by Council under the Government Information (Public Access) Act 2009 (GIPA Act). Please note that Council is authorised to release information to a person in response to an informal request, unless there is an overriding public interest against disclosure of the information (s.8). **An application fee of \$30 per application is applicable – please see page 2 of this form.**

**Privacy and Personal Information Protection Notice:** The personal information provided is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be handled in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).

### Applicant Details

**Please supply** your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer.

**Surname** \_\_\_\_\_  
**Given Names** \_\_\_\_\_  
**Postal Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Are you seeking personal information?**       **Yes**       **No**

### Access to the following Information is Required

**Please provide specific details about the information you are seeking.**

**Note:** To facilitate the supply of the information by Council, it is essential that your request be very **specific** and **clear**. For property related enquiries please include property address, LOT, Section and DP.

**DA/CDC/CC Approval (Year)** \_\_\_\_\_  
 **Final Occupation/Building Certificate (Year)** \_\_\_\_\_  
 **Other** \_\_\_\_\_

**Are you seeking any plans - site, floor, elevation, structural, architectural?**       **Yes**       **No**  
If yes, please attach proof of copyright owner consent e.g. architect, builder

**Copyright Owners Consent Attached**       **Yes**

**Are you seeking a residential floor plan?**       **Yes**       **No**  
If yes please supply proof of home ownership or owners' consent

**Home owner consent/s attached?**       **Yes**

**Copyrights:** Legal copyright provisions apply to the copying of all documents at GHSC. Due to the Copyright Act 1968, information is intended for general use only. Information and files may be downloaded, stored in cache, displayed and printed. Content must not be modified, copied, reproduced, or republished except with the written authorisation of the document owner. Some of these documents could include certain building plans, publications, consultation's reports and statements of environmental impact.

### Applicant's Declaration

**I apply** for permission to access the information specified above. I have sought the written consent for release of the documents from the copyright owner which is attached. I understand that the decision to provide me (or not) with access to the information in response to this informal request is not reviewable under GIPA. I understand that I will be required to pay charges for copies of documents provided to me.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Document Name	Version Number	Date of Issue	Review Date
CORP – Access to Council Information Informal Application Form	1.0.4	21 July 2021	As Required

## Application Fee and Payment

A payment of \$30 is required per application.

**Cash** *Please do not send by post*

**Cheque Enclosed**

**Credit Card**

**Name on Card** \_\_\_\_\_

**Card Type** \_\_\_\_\_ *i.e. Mastercard, VISA*

**Card Number** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Card Expiry Date** \_\_\_\_\_ / \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Lodgement

Please lodge the completed application to:

**Greater Hume Council, PO Box 99, HOLBROOK NSW 2644**

[mail@greaterhume.nsw.gov.au](mailto:mail@greaterhume.nsw.gov.au)

*General information about the GIPA Act is available by calling the Office of the Information and Privacy Commission on freecall 1800 472 679 or at its website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

*Office Use Only*

Date

Received \_\_\_\_\_

Office \_\_\_\_\_

Staff Member Name \_\_\_\_\_

Receipt

Number \_\_\_\_\_

Amount Paid \_\_\_\_\_