

## Part 1: Applicant Details

1 of 2

Title	Given Name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name (if applicable)		
<input type="text"/>		
Postal Address	Town/City/Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Telephone	Email Address	
<input type="text"/>	<input type="text"/>	

## Part 2: Information Requested

Please describe the information you seek. If you do not provide sufficient detail, Council may not be able to process your application.

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To assist Council with processing your application, please indicate why you want this information

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Date range of the information required Start date:  End date:

## Part 3: Property Details

For property related enquiries, please also include property address, LOT & DP if known:

Street No.	Street Name	
<input type="text"/>	<input type="text"/>	
Lot No/s (if known)	Section No. (if known)	DP/SP No. (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Owner	<input type="checkbox"/> Purchaser of property	<input type="checkbox"/> Solicitor/Conveyancer
<input type="checkbox"/> Other	<input type="text"/>	

## Part 4: Form of Access

<input type="checkbox"/> COPY OF DOCUMENTS (Photocopying fees payable as per Council's fees & Charges. Copyright conditions may apply – see Part 5)	<input type="checkbox"/> INSPECT DOCUMENTS	<input type="checkbox"/> EMAIL (fees not exceeding photocopying fees payable as per Council's fees and charges. Copyright conditions may apply – see Part 5)
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## Part 5: Proof of Identity/Property Owner's Consent/Copyright Owner's Consent

**Personal Information:** An applicant must provide proof of identity in the form of a **certified copy** of any one of the following documents if seeking access to their personal information or access to all their property related files:

- Current Australian Driver's Licence
  Current passport
  Other (please specify):

**Non Open-Access Information:** Access to property information not listed as "Open Access" information under the GIPA Act (refer to Council's Agency Information Guide available on Council's website) including internal residential floor plans **will require the property owner's written consent, together with a certified copy of property owner's proof of identity.**

- Property owner's written consent attached, together with certified copy property owner's identity

**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 will provide you with the details of the copyright owner to assist you in obtaining copyright owner written consent.

## Part 6: Applicant Declaration

- 1 The information I have provided is complete and correct.
- 2 I understand written permission is required before copies of documents can be provided as per above.
- 3 I understand I may peruse records and take notes.
- 4 I will observe any directions given to me while viewing records.
- 5 I will not photograph, trace, write on or otherwise deface, damage or remove a record.
- 6 I understand there are fees associated with obtaining copies of documents, either in hard copy or electronic format.
- 7 I have read the Privacy & Personal Information Protection Notice below.

Signature

Date



## Privacy & 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 other 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. You may make application for access or amendment to information held by Council. This document will be stored on Council's electronic Records Management Database and archives.

### OFFICE USE ONLY

Receiving Officer:		Date Received:		Ident. docs sighted/copied (specify details)	
Processing Officer:		Date Completed:		File Ref:	
Outcome of request/action taken:					
Consents attached:	Property Owner consent/identification: <input type="checkbox"/> Yes <input type="checkbox"/> NA		Copyright Owner consent details: <input type="checkbox"/> Yes <input type="checkbox"/> NA		
	Details:		Details:		
File numbers:					
Date files returned:	<input type="checkbox"/> Records: .../.../... <input type="checkbox"/> Other: (Department name) ..... Date: .../.../...				
Fees calculation:					

### CUSTOMER SERVICE

<b>RECEIPT</b>	Date:	Copying/scanning fees:	Receipt No:	Cashier:
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please lodge this form by post, in person or email at the addresses below. Council aims to process your request within ten (10) working days