Informal Access Application

Locked Bag 5
YOUNG, NSW 2594
P: 1300 445 586
E: mail@hilltops.nsw.gov.au
W: www.hilltops.nsw.gov.au

Pursuant to Section 41 of the *Government Information (Public Access) Act 2009*

If you need help in filling out this form, please contact Council's Right to Information Officer on 1300 445 586 or visit our website at www.hilltops.nsw.gov.au

1. Name and Address

Title:	Surname:	Given:
Postal Address:		
		Postcode:
Telephone (H):		(W):
Mobile:		Fax No:
Email:		

☐ I agree to receive correspondence at the above email address

2. Property Details

Street/ Rural Address No.		
Street/ Roads Name:		
Town/ Locality:		
Lot No.	Section No.	DP or SP No.
Building Name:		Approx Age of Building:
Descriptions of Development:		

3. 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:

☐ Development Application Consent	☐ Building Application Plans	☐ Construction Certificate
☐ Development Application Plans	☐ Home Warranty Insurance	☐ Construction Certificate Plans
☐ Planners Report	☐ Structural Certification	☐ Acoustic Consultants Reports
☐ Application Form	☐ DA Submissions	☐ Land Contamination Consultants Reports
☐ Building Certificate	☐ Heritage Consultant's Reports	☐ Tree Inspection Consultants Report
☐ Building Application Consent	☐ Occupation Certificate	☐ Land & Environment Court Judgements

Date range of information required	Start Date:	End Date:
Are you seeking personal information?	☐ Yes	☐ No

4. Proof of Identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a
certified copy of any of the following documents:

☐ Australian Drivers Licence ☐ Current Passport

☐ Other (Please specify): _____

5. Property Owners Consent/ Copyright Owners Consent

Non Open-Access Information: Access to property information not listed as "Open Access" information under the GIPA Act (refer to Access to Council Information Policy 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.

6. 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.

7. Form of Access

How do you wish to access the information?

☐ COPY OF DOCUMENTS	☐ INSPECT DOCUMENTS	☐ OTHER (please specify)

8. Applicant Declaration

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

Signature: _____ Date: _____

Lodgement details
You may lodge this form by post, in person, email or fax Mail: Locked Bag 5, Young NSW 2594 In Person: 189 Boorowa Street, Young NSW 2594 6-8 Market Street, Boorowa NSW 2586 3 East Street, Harden NSW 2587 Email: mail@hilltops.nsw.gov.au Fax: (02) 6384 2576 For further information regarding your application please telephone 1300 445 586

Further information
Information and Privacy Commission NSW Website | www.ipc.nsw.gov.au Email **|** ipcinfo@ipc.nsw.gov.au Phone **|** 1800 472 679 Fax **|** 02 6446 9518 Address **|** Level 17, 201 Elizabeth Street Sydney 2000 Postal **|** GPO Box 7011, Sydney NSW 2001 Freecall | 1300 363 992

Office use only:

Processing Officer:	Date Received:	Consent Attached: Y☐ N☐
Valid Application: Y☐ N☐	Copying/ Scanning Fee $	Receipt No.
File Numbers:		Returned Date:
Outcome of Request/ Action Taken:		