

# Government Information (Public Access) Act 2009

## REQUEST FOR INFORMATION *(Informal application)*

Please complete this form to apply for access to government information under the *Government Information (Public Access) Act 2009* ("GIPA Act"). The purpose of the form is to identify the information you are seeking so we can respond to your request as quickly as possible. If you need help in filling out this form, please ask at the Customer Service Counter or call 4232 0444.

### 1. Your details

**Surname:** ..... **First name:** ..... **Title:** eg Mr / Ms / .....

**Company** (if applicable):.....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** ..... **Email:** .....

I agree to receive correspondence at the above email address.

### 2. Information request – non property related information

Please describe the information you would like to access in enough detail to allow us to identify it.

**Are you seeking personal information? Yes / No** (circle one)

*NOTE: Privacy legislation prevents Council from providing personal information about a third party without the third parties prior consent (except in a few circumstances).*

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### 3. Information request – property related information

*Please indicate*

- Property owner details for fencing                       Property owner details for tree issues
- Property owner details for stormwater/drainage    Occupation Certificate
- Conditions of consent    Construction Certificate    Building Certificate
- House plans                       other details (please describe)

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If the information is about a specific property please provide the following:

**Address:** .....

**Application number (DA/BA/CC)** ..... **Lot No** .....

**DP** ..... **(if known): Are you the owner?** Yes / No

*NB: For property information, if you are not the current owner you may be asked to provide evidence of recent purchase or written authorisation from the current owner(s).*

**4. Floor plans – house plans**

**Please note: Council may not provide copies of plans unless written consent has been obtained from the owner of the copyright. Access to residential floor plans also requires written consent from the property owner (for more information please contact a Customer Service Officer)**

Owners consent for residential floor plans	Copyright owner consent
As the owner(s) of the above property, I/we give consent to release the internal floor plans.	As the architect/author of the plans for the above property, I give consent for Council to provide copies of plans.
Owner's Name/s.....	Architect/Author's Name.....
Owner's Signature/s.....	Company.....
Date.....	Signature..... Date.....

**NB: For property information, if Council records indicate the property under different ownership you may be asked to provide evidence of recent purchase or written authorisation from the current owner(s)**

If the information is about a specific property, please provide the following if possible:

**Address:** .....

**5. Form of access**

How do you wish to access the information?

- Inspect the document(s)  A copy of the document(s)
- Access in another way (please specify) .....

Applicant's signature: .....Date: .....

**PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE** - The information on this form is being collected by Kiama Council and supports your request for access to information. Your personal information will be used by Council staff for the purpose of determining your request. The provision of this information is voluntary however without it Council may not be able to process your request. You may apply to Council for access to this information.

Requests for correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, please contact the Council's Public Officer.

This completed form will be placed on a relevant file and/or will be saved on Council's main records management system.

Please lodge this form **at Kiama Municipal Council - 11 Manning Street, Kiama** (Between – 8:45am to 4:15pm Mon-Fri) or **post it to: Kiama Municipal Council - PO Box 75, Kiama, NSW , 2533**, or **fax it to: 4232 0555**, or **email to council@kiama.nsw.gov.au**.

*General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 194 210 or at its website: <www.informationcommissioner.nsw.gov.au>.*

**Office use only**

Date application received: .....

File reference: .....