

Other (please describe below)

Fees: A \$30 archive retrieval fee is payable per development or associated application lodged prior to July 2010. All other information is provided free of charge. Please contact Customer Services on 4232 0444 to pay by Credit Card. Further information about Council's adopted fees and charges is available on Council's website.

Timeframe: Council aims to process your request as quickly as possible. Please describe clearly and specifically the information that you seek in enough detail to allow us to easily identify it. Include a date range and explain why this information is important to you. If your request is likely to take considerable time to complete, you may be asked to narrow the scope of your request. Council usually holds hundreds of records related to a property, if you ask for all information Council holds on your property we may not have the resources to complete your request.

Copyright: Some documents may be subject to copyright, to obtain a copy, written permission is required from the copyright holder (author of the document or company). This needs to be on their official business letterhead or come from their business email address. Contact details of copyright holders are available from Customer Services. If permission is not granted we will make the information available to you for viewing only.

Confidential Information: We may redact any confidential, third party personal or business information from the documents prior to release. If you are seeking access to this redacted information please submit a **Formal Access Application**, or speak to a Customer Service Officer. The application form is available on Council's website.

APPLICANT'S SIGNATURE

I have read and understood the information provided on this form:

Date:

LODGEMENT

Post:
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Email:
council@kiama.nsw.gov.au

In person:
Council's Administration Building
11 Manning Street
KIAMA NSW 2533
(8:45am to 4:15pm Mon-Fri)

Office Use Only

Photo Identification Sighted

Type:

Expiry Date:

Total amount (\$30 per DA/BA/ or associated application):

Receipt No:

Code:

Date:

Comments:

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or on its website: www.ipc.nsw.gov.au

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The personal details requested on this form is being collected by Kiama Municipal Council (KMC) to process your request for information and will only be used to identify property owners and to contact you about your request. KMC is the agency that holds the information and access is restricted to relevant KMC Officers. While the supply of information is voluntary, we may not be able to process your application. You have a right to apply for access to or for correction of your personal information. For further information, please see KMC's Privacy Management Plan available on Council's website or contact us on 02 4232 0444 or email council@kiama.nsw.gov.au