

INFORMAL REQUEST FOR INFORMATION

Please complete this form to request access to Council's information through the informal process. Council is authorised to release government information informally unless there is an overriding public interest against disclosure of the information. If you need help in filling out this form, please contact Customer Services on (02) 4232 0444 or email council@kiama.nsw.gov.au.

1. Applicant Details

Title:		Given Name:		Surname:	
Company: (if applicable)				Contact No:	
Address:				Postcode:	
Email Address:					
Are you the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you agree to receive correspondence by email: <input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Information requested (* fees may apply – see details on page two)

Property Address:		Lot and DP (if known):	
Building/development dates, types and application numbers (if known)*: ie dwelling, garage, alterations, pool, subdivision, etc.			
Type	Description		
<input type="checkbox"/> Conditions of Consent	<i>Application granted subject to conditions specified</i>		
<input type="checkbox"/> Occupation Certificate	<i>Issued when development is suitable for occupancy (not issued for older dwellings built prior to 1997)</i>		
<input type="checkbox"/> Construction Certificate	<i>Allows building work to commence (not issued for older dwellings built prior to 1997)</i>		
<input type="checkbox"/> Statement of Environmental Effects	<i>Likely impacts of the proposed development including environment, social and economic. If the document is subject to copyright, written permission may be required from the copyright holder on their official business letterhead or business email address.</i>		
<input type="checkbox"/> Plans – Site/Elevations	<i>Subject to copyright – to obtain a copy, written permission is required from the copyright holder on their official business letterhead or business email address. For residential internal floor plans, consent from the current owner/s of the subject property is required.</i>		
<input type="checkbox"/> Plans – Internal/Floor			
<input type="checkbox"/> Adjoining property/ property owner details	<i>For the purpose of obtaining:</i> <input type="checkbox"/> Property owner details for fencing matters only or <input type="checkbox"/> Non-private landowner details <i>Note: - Please provide property/properties address details in the 'Property Address' field - Requests to obtain private landowner details for other purposes requires a Formal GIPA application</i>		

3. Owners consent (* fees may apply – see page two)

Owners Consent - Owners Consent, including provision of photo ID (driver's licence, proof of age card, passport or other photo ID), is only required when accessing floor plans of a residential building, or obtaining property owner details for fencing matters. Once photo ID is sighted by a council officer, copies will be destroyed.

☐ I confirm that I am an owner of the above-mentioned property and hereby give my consent for Council to provide access to floor plans showing the internal layout of the building

Name:		Signature:	
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4. Other information

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

Fees: A \$30 fee is payable per development, or Construction Certificate, Occupation Certificate or other applications/documents related to, or for the purpose of developments, lodged prior to July 2010. Photocopying fees also apply. Further information about Council's adopted fees and charges is available on Council's website.

Timeframe: There is no time constraint for the completion of an Informal Request for Information, however we will process the application as soon as possible. Please describe 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.

Copyright: Documents may be subject to copyright. To request 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.

Privacy Legislation: We may redact any personal, confidential or business information from the documents prior to release. If you are seeking access to this redacted information, or information requiring consultation with third parties, please submit a Formal Access Application. The application form is available on Council's website and fees apply.

Signature

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

Signature:

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
(8:45am to 4:15pm Mon-Fri)

Office use only

☐ Photo ID sighted

Type:

Expiry Date:

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

Receipt No:

Code:

Date:

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