

NARRANDERA SHIRE COUNCIL

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Government Information (Public Access) Act 2009 (GIPA) Informal Access Application

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact Narrandera Shire Council on 02 6959 5510 or email: council@narrandera.nsw.gov.au

Privacy and Personal Information Protection Notice: The personal information provided by you is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this request. The personal information provided will be managed in accordance with the *Privacy and Personal Information Protection Act 1998*.

1. Your details

Surname: Title: Mr / Mrs / Ms / Miss / Dr

Given name/s:

Postal address: Postcode:

Best contact telephone number:

Email address:

Do you require assistance to complete this application, if so how can we assist you?
.....

How can we communication with you whilst processing this application?
.....

NOTE: It is a requirement that the applicant be properly identified so please attach a copy of an approved Identity Document such as a valid driver's licence, identifying page of current passport or birth certificate.

2. Details of Informal Application

Please provide specific details about the information you are seeking and why you are seeking access to this information.

NOTE: To facilitate the supply of the information by Council, it is essential that your request be very specific.

For property related enquiries please include property address, lot & deposited plan if known.

Information requested:

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

Are you seeking personal information about another person? **Yes / No** (circle one) (If yes, has the person about which you seek the information granted permission for you to access this information, if so please provide a signed authority with a certified copy of an identity document displaying their signature)

Is the information that you seek about a property?

Are you the property owner? **Yes / No (circle one)** (If yes please supply proof of home ownership, if no please provide evidence that the property owner has approved you to enquire and be provided access to information relating to this property)

Are you seeking any plans? (such as site, floor, elevation, structural, architectural etc.) **Yes / No (circle one)** (If yes, please supply proof of copyright owner consent such as architect/ builder)

Copyright owners consent attached? **Yes / No (circle one)**

Are you seeking a residential floor plan? **Yes / No (circle one)** (If yes please provide evidence that the property owner has approved you to enquire and be provided access to information relating to this property)

Home owner consent/s attached? **Yes / No (circle one)**

3. Form of access

How do you wish to access or be provided with the information?

Inspect the document(s) Require a copy of the document(s)

Access in another way (please specify).....

NOTE: If the volume of information is deemed excessive for the purpose of email or postage you will be required to collect the information direct from the office of Council.

4. Acknowledgement about an informal application

It is acknowledged that the lodgment of an informal application for information is not subject to a statutory timeframe within which a request must be decided; nor is there a right of review available for an alternate officer of Council to review the original application for information.

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Your signature:

Date:

Please lodge this document with Narrandera Shire Council, 141 East Street, Narrandera NSW 2700.

Office use only

Date received: MagiQ reference:

Satisfied as to identity of applicant No Yes Date:

Identity document attached No Yes Type:

Owners consent attached (for floor plans) No Yes

Copyright owner for architectural/structural plans attached No Yes