

Informal Information Access Request Form

Section 8 Government Information (Public Access) Act 2009 NSW (the GIPA Act)

How to complete this form:

1. This form is used to request informal access to information in files (either paper or electronic) held by Tamworth Regional Council (Council) under the Government Information (Public Access) Act 2009 (the GIPA Act).
2. Please read the attached **Guidelines** on page three prior to lodging this form.
3. Make sure that all fields are filled out correctly and all necessary documentation is attached. Detailed information requests assist Council in identifying or locating the information you are seeking - attach additional pages if required. Note: if you do not provide enough details your application may be refused.
4. Once completed, **submit this form to Council** via trc@tamworth.nsw.gov.au or at any Council Office within our LGA.

Please note: allow for 25-30 working days from the date of your application for the files to be located and for search and review of privileged documentation by Councils officers.

1. Applicants Details

Name: _____

Email Address: _____

Postal Address _____

Postcode: _____

Contact No: _____

Applicant Signature: _____

2. Details of Enquiry

Street Number and Address (if applicable): _____

Lot No: _____ Deposited Plan No: _____ Strata Plan No: _____

DA/BA/CC/CD Number (if known): _____

Is the information requested relating to you personally? Yes No

Please describe the information you would like to access in as much detail as possible to allow us to identify all the records relating to your application - attach additional pages if required:

Date Range of documents required: ___/___/___ to ___/___/___

Please note: *if you are not specific about the information you require, Council may refuse to process your application. Council will however, endeavour to assist you in defining your request to a more manageable one.*

Owner Consent

Name: _____ Signature: _____ Date: _____

3. Development Information Request (if applicable)

Available to General Public

- Development Consent
- Construction Certificate
- Occupation Certificate
- Complying Development Certificate
- Building Permit
- Site Plans and Elevations View Only Photocopies (private information may be redacted)
- Statement of Environmental Effects View Only Photocopies (only with Copyright Owner's Permission)
- Other (please specify) _____

Available to current registered owner only *(or person with owner's written consent)

- Internal floor plans View Only Photocopies (only with Copyright Owner's Permission)
- Specifications View Only Photocopies (only with Copyright Owner's Permission)
- Engineers details View Only Photocopies (only with Copyright Owner's Permission)

This is not an exhaustive list of what might be protected by copyright, and anything that is subject to copyright will need copyright owners permission.

4. Form of Access

How do you wish to access the information

- PDF/Electronic copy of the document/s Inspect Document/s Other (please specify) _____

Note: Photocopy charges apply in accordance with Council's adopted fees and charges

Copyright: please note that **view access** only permitted for documents that have Copyright Protection.

5. Application Declaration

- I understand that I will not be able to remove any information from Council's Custody.
- I understand that the following documents cannot be viewed and/or copied.
 - Documents subject to legal professional privilege.
 - Commercial information that prejudices the position of the person who supplied it or reveals a trade secret.
 - Documents affecting law enforcement and public safety or personal affairs of third parties or personnel matters
 - Internal working documents
 - Documents the subject of secrecy provisions or contain confidential information.
- **I understand that I must seek the Copyright Owner/s Consent in order to use any part of a Copyright document for any purpose.**
- I understand that I will be required to pay a charge for any photocopies that I may require. Payment or any photocopying charges is required prior to Council releasing the requested documentation.

6. Proactive Release

Under the GIPA Act Council has the authority to make publicly available Council held documents if Council considers it to be in the wider public interest. This is known as proactive release under the GIPA Act and could include a complete copy of the document/s that may be provided to you in response to your application being made available on Council's Website page or provided as "view only" access at Councils Offices.

Informal information Access Request Guidelines

1. About your applications

Your application will be considered by Council under section 8 of the [GIPA Act](#). Council is not required by the [GIPA Act](#) to respond to your informal application and is not under any statutory timeframe to respond. Upon receiving your request, Council will determine how the request will be processed and what information is available. This may involve contacting you to clarify what information is sought. Council may advise that you will need to lodge a formal access application under the [GIPA Act](#) for the information you have requested.

2. Have you checked online?

Council's online service facility, available via its websites, stores a large volume of freely accessible information. It is recommended that you view [Council's website](#) for the information you have requested, before submitting this application.

3. Acceptable requests

Informal information applications are suitable for requests for information which are non-complex and the information can be accessed within reasonable timeframes. Informal information applications are not suitable for requests which:

- Involve extensive searching, large volumes of information or would require a substantial amount of staff resources; or
- Involve access to another person's personal information requiring third party consultations; or
- Require access to sensitive information requiring careful balancing of public interests in determining disclosure.

If your request involves any of the above, you should consider lodging a formal access application which are available on [Council's website](#) and from Council's Customer Service Centres.

4. Are you buying/selling a property?

Any information provided to you in response to your application is in accordance with council's obligations under the [GIPA Act](#) and is *for information purposes only*. If you are buying/selling a property, it is important that you obtain your own legal and/or planning advice as to what Council certificates/information you need.

5. Timeframes

Council will endeavour to process this application as soon as practical, however lengthy or complex applications will take a longer period of time.

6. Copyright

Access to documents subject to copyright will be granted by way of inspection only, unless the copyright owner's written consent is submitted to Council. The copyright owner is the author of the document, NOT the property owner.

7. Privacy Notification

Personal Information means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can reasonably be ascertained from the information or opinion. Some of the information you provide on this form is your personal information, such as your name and contact information. This information is being collected by Council for the purpose of processing your application and will be accessible by Council Staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process your application. The intended recipients of your information are Council staff, but information may be available to the general public under the [GIPA Act](#). Council is to be regarded as the agency that holds the information. You may make an application for access or amendments to your personal information held by Council under the *Privacy and Personal Information Protection Act 1998* or the [GIPA Act](#).

7. Assistance

If you require assistance in completing this form, please contact Customer Service on 6767 5555. General information about the GIPA Act is also available by calling the Office of the Information and Privacy Commission of 1800 IPC NSW (1800 472 679) or at its website: www.ipc.nsw.gov.au