

**Contact Details:**

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**Office Location:**

27 Alice Street, Barraba  
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## Informal Access Request Form

### Section 8 Government Information (Public Access) Act 2009

This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's records management System.

#### Applicant's Details:

Name:

Address/Town/Postcode:

Contact Telephone Number  
(Business Hours) \*:

Other Contact Numbers  
(Mobile/Home):

Email \*:

Applicant's Signature: ..... Date: .....

\* Council will contact you by telephone or email when the search has been completed.

#### I require access to the following information:

Is the information about your personal affairs?  Yes  No

Approx. year dwelling built (if known):

Before lodging this form, please discuss the documents you require with a Customer Service Officer. You may need to complete a different application form eg: Drainage Diagram Application.

Documents Required eg: Site Plans, Home Owners Warranty, Engineer Report/Structural Drawings: .....

#### Identification of Property (if applicable):

Property Address (Number/Street/Locality):

Lot No.:

Deposited Plan No.:

Section:

#### Owner's Consent (to be completed if not the Applicant):

*Access to property information will require the Owner/s consent. Copyright laws are applicable. Architect's consent may also be required.*

Owner/s Name:

Contact Telephone Number:

I/We consent to the lodgement of the Application:

Owner/s Signature\* \* : ..... Date: .....

*N.B: for strata or company title properties, a signed letter of authorisation from the Body Corporate or Managing Company is required.*

\* \* Separate consent may be attached

#### Office Use Only:

Files Requested By:

Files Requested:

Property No.:

Drainage Plan No.:

#### Privacy & Personal Information Protection Notice:

**Purpose of collection:** Public access to Council's documents.

**Intended recipients:** Council staff and is publicly available under the Government Information (Public Access) Act 2009.

**Supply:** Voluntary, a consequence of non-provision is that insufficient information will be provided.

**Access/Correction:** Request for access/correction of information under the Government Information (Public Access) Act 2009 or Privacy & Personal Information Protection Act 1998, contact the Council's Public Access Coordinator.

**Storage:** This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is completed