

Lockhart Shire Council



Address correspondence to the General Manager

69 Green Street
PO Box 21

LOCKHART NSW
2656

Phone: (02) 6920 5305

Fax: (02) 6920 5247

ABN 82 002 584 082

Government Information (Public Access) Act 2009 INFORMATION ACCESS APPLICATION

About this form

You may use this form to apply to Council for Information under Schedule 1 of the Government Information (Public Access) Regulation 2009

Note: Council requires 24hrs notice to collect documents requested under the Information Access Application.

How to complete this form

1: Ensure that all fields have been filled out correctly.

2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.

Part 1: Applicant Details

Surname * Title * Mr / Mrs / Ms

Given Name/s *

Postal Address * Postcode *

Day-time telephone * Facsimile.....

Email Address

If requesting access to information relating to a property:

Are you the property owner? Yes No If no, property owners written and signed consent is required.

Part 2: Property Details

Street Number * Street Name *

Lot Number DP / SP

Application Number (if known)

Description of Development

Part 3: Fees and Charges

There is no application fee for an Information Access Request under Schedule 1, Government Information (Public Access) Regulation 2009. However, fees may be payable for copying of documents as set out in Council's schedule of Fees and Charges – **The charges listed below are per page for black & white copies only. Colour copies will incur additional costs.**

A4 - \$0.45; A3 - \$0.45; A2, A1 - \$3.85; A0 - \$8.25

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

Part 4: Details of Request

1. Please indicate which documents you would like to access from the list below:

- Development App Consent
- Development App Plans
- Planners Report
- Building Application Plans
- Construction Certificate
- Construction Certificate Plans
- Application Form
- Home Warranty Insurance
- Acoustic Consultants Report
- Other Documents (Please Specify Below)
- Building Certificate
- Structural Certification
- Land Contamination Reports
- Building Application Consent
- DA Submissions
- Occupation Certificate
- Heritage Consultants Report
- Tree Inspection Report
- Land & Env Court judgements

Note: Schedule 1 Part 2 Section 3(2) Government Information (Public Access) Regulation 2009 restricts access to internal configuration of residential developments but allows access to height and external configuration of a building and other plans such as shadow diagrams and landscape plans

2. How would you like to access the information? (please tick the applicable box below)

- I want to **inspect the information** (inspection can only be done at **Council Office, 69 Green St, Lockhart**
- I would like a **copy of the information** (charges per page apply)

Part 5 : Applicant Declaration

Applicant's Signature *Date *

Part 6: Privacy & Personal Information Protection Notice

Purpose of Collection: For formal applications under the Government Information (Public Access) Act 2009.
Intended Recipients: Council staff and public access under Schedule 1 of the Government Information (Public Access) Regulation 2009
Supply: A Formal Access application is voluntary however a completed application is required for delivery and management of GIPA Applications
Storage: Council's adopted Records Management Systems and Archives.

Office Use Only

| | |
|-------------------|---------------------------|
| Receiving Officer | Date Application Received |
|-------------------|---------------------------|

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