

IN ACCORDANCE WITH SECTION 18 GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 & SCHEDULE 5 - GOVERNMENT INFORMATION (PUBLIC ACCESS) REGULATION 2009

**Note:** 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.

Please submit this form to Maitland City Council via: email [info@maitland.nsw.gov.au](mailto:info@maitland.nsw.gov.au); or mail to PO Box 220 Maitland NSW 2320.

## 1: APPLICANT'S DETAILS

First Name		Surname		Title	
Postal Address				Post Code	
Contact Phone	H.	W.	M.		
Email					
Is the Information About Your Personal Information?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## 2: INFORMATION REQUESTED

I require access to the following information:

\_\_\_\_\_

The reason I require access to this information is:

\_\_\_\_\_

## 3: PROPERTY DETAILS (if the information is about property)

No:	Street:	Suburb:
Lot No:	DP:	
DA/BA/CC/CD No:		
<b>NOTE: If the application is before July 2010 a Formal access application (GIPA) needs to be submitted</b>		
Description of applications (e.g. dwelling, garage, swimming pool):		

## 4: FORM OF ACCESS

How do you wish to access the information?

PDF/Electronic copy of the document/s     Inspect Documents     Other (please specify).....

**Note:** Photocopy charges apply in accordance with council's adopted fees and charges.

**Copyright:** Please note that **view access** only is permitted for documents that have copyright protection.

**5: DEVELOPMENT INFORMATION REQUESTED (if applicable)**

**Available to general public**

**(Please indicate requirements ✓)**

- Development consent
- Construction certificate
- Occupational certificate
- Building permit
- Site plans and elevations       View only       Photocopies (only with Copyright Owner's permission)
- 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)

**Property owner/s consent - all owners must sign**

\_\_\_\_\_ (print name) \_\_\_\_\_  
(signature)

\_\_\_\_\_ (print name) \_\_\_\_\_  
(signature)

**Copyright owner/s consent - i.e. Plan drawer or architect**

\_\_\_\_\_ (print name) \_\_\_\_\_  
(signature)

*(In the case of a company two signatures are required followed by the person's title e.g. director, secretary or in the case of a Sale Director Company - one signature followed by the words sole director)*

**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.
  - Documents affecting financial and property interests.
- **I understand that I must seek the Copyright Owner/s Consent in order to use any part of a copyright document for any other purpose.**
- I understand that I will be required to pay a charge for any photocopies that I may require. Payment of any photocopying charges is required prior to Council releasing the requested documentation.

**Please note:**

Allow for 20 – 25 working days from the date of your application for the files to be located and for search and review of privileged documentation by Council officers.

## 6: YOUR SIGNATURE

Signature of Applicant .....Date .....

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE:

Council is committed to protecting your privacy and takes all reasonable steps to comply with relevant legislation.

- **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:** Requests for access / correction of information under the Government Information (Public Access) Act 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 Councils main records management database when the request has been processed and the enquiry is completed.

General information about the GIPA Act is available viewing the Information and Privacy Commission NSW on 1800 472 679 or visit the IPC's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

## 7: OFFICE USE ONLY

Request Received by		Date			
Total Fees		Total Fees Paid		Receipt No.	
Referred to		Department		Date	
Completed By		Completion Date			
Applicant advised of estimated copying charges of \$_____			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not required

