Informal Access to Information Application Form Government Information (Public Access) Act 2009



Please complete this form to apply for informal access to Council held information under the *Government Information* (*Public Access*) *Act 2009* (GIPA Act). If you require assistance completing this form, please contact the Manager Information and Records on 9725 0222 or visit our website at www.fairfieldcity.nsw.gov.au.

1. Applicant details				
Full name:				
Company:				
ABN:				
Postal address:				
	Postcode:			
Telephone number.:	Mobile:			
Email:				
I agree to receive correspondence at the above email address.				
2. Description of Council held information				

Please describe the information you would like to access in enough detail to allow us to identify it. Include a date range, property address and any relevant factors that can be taken into consideration. **Note:** If you do not give enough details about the information, Council may refuse to process your application.

Street address:					
Suburb:	Postcode:				
If known: Lot:	DP or SP:				
DA or CC No.(s): DA					
Are you the current owner of the above property? If no, written authorisation may be required from the property owner, consenting to the release of information about this property.					
3. Details of information					
Please indicate the copied item(s) you require as part of this application:					
 Development Application Form Site Plan Engineering Plans Other (please specify): 	 Consent or Letter of Refusal Architectural Plans Statement of Environmental Effects 				
	cil cannot reproduce copies of these documents without written permission of the person on 36). Where possible, council will try to supply details of the Copyright Owner so that				

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4. F	Form of access		
How	do you wish to access the information?		
	By email Inspect the documents Other way (please specify):	0 (0 (A copy of the documents Collect the document/s from Council's Administration Centre

Should you wish to view a Development Application file(s), you will be contacted by a Council Officer to arrange a mutually convenient time to view the file(s). File(s) can only be viewed at Council's Administration Centre, 86 Avoca Road Wakeley on work days (excluding public holidays). Arrangements for viewings can be made with the Manager Information and Records.

5. Photocopying charges

The photocopying of plans will be provided based on the existing size of the plans/documents within the file. A letter will be sent advising that your documents are ready for collection and the amount to be paid for the photocopying.

The following photocopying charges apply:

A4 and A3:	Nil
A2:	\$3.90 per page
A1:	\$5.00 per page
A0:	\$9.30 per page

Applicant's signature:			C	Date:	
Please post or lodge this form to the attention of the Access to Information Coordinator at:					
Fairfield City Council PO Box 21 Fairfield NSW 1860	OR	Fairfield City Council Administration Centre	OR	mail@fairfieldcity.nsw.gov.au	

86 Avoca Road, WAKELEY 2176

PROTECTING YOUR PRIVACY – The personal information requested on this form will only be used to fulfil the purpose for which it is being collected. The supply of this information by you is voluntary but if you cannot or do not wish to provide the personal information sought, we may not be able to process your application. Council is regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may also request an amendment to information held by Council or for suppression of your information from a Public Register. Should you require further information please contact Council's Privacy Officer.

OFFICE USE ONLY	
Cashier Code 16	
Fee payable: \$	Receipt number:
Receipted by:	Date:

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