



→ **Access to Development Application Information held by Council**
GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009
Informal Access Application

About this form

You may use this form to apply to Council for Development Application information under the Government Information (Public Access) Act 2009.

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.
3. Once completed you can submit this form by facsimile, mail, e-mail or in person. Please refer to the lodgement details section for further information.

1 Applicant Details

Company name *(if relevant)*

Title*: Mr/Mrs/Ms Surname* Other names*

Postal address* Postcode

Contact Number E-mail

2 Property Details

Property address *

Building Name (if known) Lot Number (DP / SP)

Application number (if known)

3 Details of Information Requested

1. You will require owner's consent for Council to provide copies of Floor Plans.
2. Please indicate which documents you would like to access from the list below:

Application Form	<input type="checkbox"/>	Planners Report	<input type="checkbox"/>	Consent / Refusal <input type="checkbox"/>
Approved Plans	<input type="checkbox"/>	Occupation Certificate	<input type="checkbox"/>	<i>(Development Application, Building Application, Construction Certificate, Complying Development)</i>
Submissions	<input type="checkbox"/>	Building Certificate (\$13 fee)	<input type="checkbox"/>	

Time Period

Other requested information (please specify below)

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4 Owner's Consent (for the release of floor plans)

As the owner(s) of the above property, I/We give consent to the release of the residential floor plans.

Owners name (please print):

Signature

Date

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5 Form of Access

How do you wish to access the information?

- Electronic on CD? *(Fee payable as per Council's Fees and Charges)*
- A copy of the document(s)? *(Fee payable as per Council's Fees and Charges)*
- Inspect file at Council Administration building *(A Customer Service Officer will contact you to arrange a suitable time)*
- Email *(Where possible)*


(A Customer Service Officer will contact you to advise the fees payable prior to the release of information)

6 Declaration

I agree to pay all applicable fees in accordance with Council's adopted fees and charges.

I declare that all information provided by me in this form is true and correct.

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.

Applicant Signature  Date: / /

7 Privacy and Personal Information Protection Notice

Privacy Notification *(Privacy and Personal Information Protection Act 1998 – Section 10)*

The personal information that Council collects from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* ('the Act'). Council is required to comply with the Act and Council's Privacy Management Plan and Privacy Code of Practice for Local Government. The intended recipients of the personal information are officers within the Council and those persons granted lawful access to the information. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council on telephone 4227 7111.

8 Lodgement Details

You can lodge the completed application by:

By Post The General Manager, Wollongong City Council, Locked Bag 8821, Wollongong DC NSW 2500

In Person Wollongong City Council Administration Building, 41 Burelli Street, Wollongong

E-mail council@wollongong.nsw.gov.au

What now Once your application is received a Council Officer will contact you if further information is required.

For further information regarding your application please contact us by:

Telephone (02) 4227 7111 or visit our

Website www.wollongong.nsw.gov.au

Further Information

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.