

GIPA – Informal Access Application

1 Information for the applicant

Please complete this form to apply for informal access to government information under the Government Information (Public Access) Act 2009 (GIPA Act). To meet the requirements under GIPA Act Snowy Monaro Regional Council manage access to information in accordance with the below categories.

Category 1 – Informal Access Application – ‘Open Access’

- Information available publically
- Development Information made on or after 1 July 2010

Category 2 – Informal Access Application – ‘Government Information’

- Simple requests relating to Development Information dated before 1 July 2010
- Neighbors contact details
- Plans (floor and building) listed under Part 3 of this form

Category 3 – Formal Access Application

- Requests for information that are complex, take a considerable length of time, sensitive by nature, personal or confidential.

Please note:

- Allow up to 20 business days processing time for Category 1 and 2 requests.
- 3rd party consultation allow up to 30 business days processing time for each request.
- Access to the requested data will be available for up to 21 days.

If you need more assistance to help complete this form please contact the Governance Team on 1300 345 345 or visit our website www.snowymonaro.nsw.gov.au. Once your application is received a Council Officer will contact you if further information is required.

2 Open Access Information

Some of the documents held in Councils records are classified ‘open access’ documents under Section 18 of the Government Information Public Access (GIPA) Act 2009. This means any member of the public is able to access these documents free of charge under the provisions of the GIPA Act 2009.

In relation to property, building or DA files, the documents considered ‘Open Access’ are listed under part 6 of this application form and is only applicable to records made after 1 July 2010. These items can be viewed by any member of the public upon completion of this application form.

3 Floor plans, architectural drawings and designs

The owner of the property does not always own the Intellectual Property on the plans or drawings therefore members of the public must submit a request to Council to view or obtain copies of floor plans, architectural drawings, and/or building designs. To manage such information it is a Council requirement for any third party to be aware of the following provisions under relevant laws:

For Privacy reasons, members of the public requesting to view property or DA files shall not view internal floor plans without signed consent from the owner or occupier of the premises, or their nominated representative. Please note: Even if access to view plans has been granted; copying, downloading and/or printing of the plans may be in breach of the Copyright Act 1968 unless consent is obtained.

Plans are protected under the Copyright Act 1968. To obtain copies of plans, applicants must provide written consent from the copyright holder of the drawings or plans (eg. Architect, building company etc.).

4 Third party correspondence

Some information managed by Council include documents that are not classified as open access, or concern a third party. If a member of the public wishes to obtain copies of such information they may be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$30.00 application fee and a charge of \$30 per hour processing time applies.

For more information about the GIPA please refer to Councils website <https://www.snowymonaro.nsw.gov.au/189/GIPA>

5 Applicant details

Company name (if applicable)

First Name

Surname

Street Address

Town

State

Postcode

Phone

Mobile

Email

6 Details of information being requested

Information Requested

Reason

Property Information

Lot

Sec

DP

Property Address

Are you the owner of the property? Yes No

If you ticked No, please see section 3 of this form. You are required to provide approval by the current owner before access to the information can be provided.

For Development Information - Documents requested

Development Application (DA)

Site Plan

Exterior Plans

DA Notification

Building Certificate

OSSM (On-site sewer) Application

DA Advertisement

Construction Certificate

Notice of Work

DA Approval (Consent)

Occupancy Certificate

Certificate of Compliance

Elevations

Interim Occupancy

Owner/Builder Permit

Floor plans *

Building Inspection Sheets

Other ** (please attach)

* Owner's consent must be given prior to the viewing floor plans. A copy of the consent must be attached with this application in order for it to be accepted and processed.

** Requests for other information must be specific to ensure that it meets the requirements for an informal access request. If you do not provide enough detail about the information you require Council may refuse to process your application or you may be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$30.00 fee applies.

7 Application declaration

I declare that I have read the information provided on this form and by submitting this form to Council, agree to adhere to the process stipulated herein when it comes to requesting to view or obtain information held on property files managed by Council.

Signature

Date

Please email completed form along with letter of authority from the owner (if required) to council@snowymonaro.nsw.gov.au

Privacy Statement: The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council Officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems.