

GIPA – Formal Access Application



Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Governance Officer, on 1300 345 345 or visit our website at www.snowymonaro.nsw.gov.au

1 Applicant Details

Title: Mr/Mrs/Ms/Miss

Surname

Name/s

Postal Address

Town

State

Postcode

Email

Phone

Facsimile

I agree to receive correspondence at the above email address.

The questions below are optional and the information will only be used for the purposes of providing better service.

Aboriginal or Torres Strait Islander

Yes No

Do you have special needs for assistance with this application

Yes No

2 Proof of Identity

Only required when an applicant is requesting personal information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents

Australian driver's licence with photograph, signature and current address

Current Australian Passport

Other proof of signature and current address details

3 Personal Information

Are you seeking personal information? Yes No

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency

4 Government Information

Information Requested

Reason

Property Information

Lot

Sec

DP

Property Address

Are you the owner of the property? Yes No

If you ticked No, 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.

5 Form of Access

How do you wish to access the information?

Inspect the document(s)

Copy of the document(s)

Access in another way (please specify)

6 Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

7 Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in Council's 'Disclosure Log'. This is published on Council's website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be , carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this?

Yes No

Please note: if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision

8 Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Pensioner, full-time student or non-profit organisations (please attach supporting documentation (e.g. a pension or Centrelink card, proof of non-profit applicant status).

AND / OR

Special benefit to the public – please specify why below

9 Third Party Consultation

Under section 54(2) of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, Council may be required to consult with third parties before deciding your application. The purpose of this consultation is for Council to determine whether the third party has an

objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Do you object to this?

Yes No

Third Party Consent attached?

Yes No

10 Applicants Signature

Signature

Date

11 Please return this form to:

Mail:

PO Box 714 COOMA NSW 2630

Email:

council@snowymonaro.nsw.gov.au

In person:

Lodge at any of Council Offices during business hours

General information about the GIPA Act is available by calling the Information and Privacy Commissioner on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only:

Receipt date:		Receipt No:	
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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. Visit www.snowymonaro.nsw.gov.au

PO Box 714 COOMA NSW 2630 | 1300 345 345 | council@snowymonaro.nsw.gov.au | www.snowymonaro.nsw.gov.au