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Please email completed form to council@bellingen.nsw.gov.au, or post or lodge at Bellingen Shire Council.

Government Information (Public Access) Act 2009

ACCESS APPLICATION - INFORMAL

Please complete this form to apply for informal access and/or disclosure of open access records under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer at Council.

1. Your Details

Company Name:
(If legal representative)
Surname: **Title:** Mr / Mrs / Ms / Dr
Other names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**
Email:

I agree to receive correspondence at the above email address.

2. Proof of Identity

Are you seeking personal information? Yes / No (circle one)

When seeking access to personal information, you 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. Form of Access

How do you wish to access the information?

- Inspect the document(s) Email a copy of the document(s)
 Access in another way (please specify)

Copying charges may apply in accordance with Council's Adopted Fees and Charges.
Please ask staff for further details.

4. Government Information

If requesting information about a property:

Street Number: Street Name: Location:

(If known) Lot Number: Section Number: DP / SP Number:

Application No/s (if known):

Please describe the information you would like to access in enough detail to allow Council to identify it.

Note: If you do not give enough details about the information, Council may refuse to process your application.

Occupation Certificate/s (if not available the DA Approval/s shall be provided) Site Plan

Approval/s for On-site Sewer Management System (OSMS) (if applicable)

Additional information required:

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Note: house plans, drawings, specifications etc, are covered by Copyright Laws and any request for these documents will need to be accompanied by an authorisation from the Copyright owner.

5. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, the agency may be required to consult with third parties before deciding your application. The purpose of this consultation is for the agency to determine whether the third party has an objection to disclosure of some or all of the information being requested. Do you consent to your identity as an applicant being disclosed to the involved third party?

Yes / No (circle one)

Applicant Declaration

Your signature:

Date:

Privacy & Personal Information Protection Notice

Purpose of Collection: For formal applications that are required for documents on or before 30 June 2010, under the Government Information (Public Access) Act 2009.

Intended Recipients: Council staff and public access under Schedule 1 of the Government Information (Public Access) Regulation 2009

Supply: A Formal Access application is voluntary however a completed application is required for delivery and management of GIPA Applications

Storage: Council's adopted Records Management Systems and Archives.

Office Use Only

Date application received:

File reference:

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