



Government Information (Public Access) Act 2009
ACCESS APPLICATION - INFORMAL

[Section 18 Government Information (Public Access) Act 2009 & Schedule 5 – Government Information (Public Access) Regulation 2009]

This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's Records Management System.

Applicant's details

Surname: Title: Mr / Mrs / Ms

Other names:

Postal address: Postcode:

Day-time telephone: Facsimile:.....

Email:

Is the Information About Your Personal Information? Yes / No (circle one)

I require access to the following information:

.....
.....
.....
.....
.....
.....
.....
.....

Property Details

If requesting access to information relating to a property:

Are you the property owner? Yes / No. **If no, property owners written and signed consent is required.**

Street Number Street Name

Lot Number DP / SP

Application Number (if known)

Description of Development

.....

.....

Document Inspection / Delivery Details

I wish to inspect files at Council's Administration Building: Yes / No *(Circle the applicable response)*

Please forward by Mail / Fax / email *(Circle the applicable response)*

Copying Charges

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

Applicant Declaration

Signature of Applicant: _____ Date: _____

Privacy & Personal Information Protection Notice

Purpose of Collection: For formal applications 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.

Please post this form or lodge it at Bellingen Shire Council, PO Box 117, Bellingen 2454 or 33-39 Hyde Street Bellingen.

Office use only

Date application received:File reference: