

**Government Information (Public Access) Act 2009
Informal Access to Information Request Form**

APPLICANT'S DETAILS

Company Name:			
Surname:		Title:	
Given Names:			
Postal Address:			
Phone No:		Mobile No:	
Fax No:		Preferred Way of Contact:	
Email:			

DETAILS OF INFORMAL APPLICATION

Are you seeking personal information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide specific details about the information you are seeking.	

IF THE INFORMATION IS ABOUT PROPERTY: PROPERTY DETAILS

Street Address:					
Lot No:		DP or SP No:		Application No:	
Building Name:					
Description of Development:					

Agents
I declare that I am the real estate agent appointed to act for the owners of the property stated in the Property Details Section of this form under the Property Stock & Business Agents Acts 2002 and Regulations.

Signature:		Date:	
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Solicitors
I declare that I am the Solicitor acting on behalf of the owner of the property stated in the Property Details Section of this form.

Signature:		Date:	
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DOCUMENTS REQUESTED

- | | |
|--|---|
| <input type="checkbox"/> View or <input type="checkbox"/> Copy Development Application Consent | <input type="checkbox"/> View or <input type="checkbox"/> Copy Occupation Certificate |
| <input type="checkbox"/> View or <input type="checkbox"/> Copy DA/CC Application Form | <input type="checkbox"/> View or <input type="checkbox"/> Copy Building Certificate |
| <input type="checkbox"/> View or <input type="checkbox"/> Copy Building Application Consent | <input type="checkbox"/> View Planners Report |
| <input type="checkbox"/> View or <input type="checkbox"/> Copy DA, BA or CC Plans | |
| <input type="checkbox"/> Other (please detail) | |

CONSENT FOR RELEASE OF DOCUMENTS

- | | |
|--|--|
| Are you seeking any site, floor, structural, elevation, architectural plans?
If yes, please supply proof of copyright owner's consent. Is consent attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes |
| Are you seeking a residential floor plan?
If yes, please supply proof of home ownership or owner's consent. Is it attached | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes |

DECLARATION

- I acknowledge there is a charge, as shown in the Costings Related to Informal and Formal Requests document for Council, to provide copies of documents I request and that Copyright exists on each document.
- I understand I must seek the Copyright owner's consent in order to use any part of a Copyright document for any other purpose.

Signature:		Date:	
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PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

The purpose of collection of information is for public access to Council's documents under the Government Information (Public Access) Act 2009. Provision of this information is required because:

Office Use Only:

Date Received:		File Reference:	
Total Fees Paid:		Receipt No:	
Copy charges apply in accordance with Council's adopted fees.			
Photocopies Per Page	A4 - \$ _____	A3 - \$ _____	
Applicant advised of estimated copy charges of \$ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required			