

INFORMAL INFORMATION ACCESS REQUEST FORM

Section 8 Government Information (Public Access) Act 2009 (NSW)

How to complete this form:

1. This form needs to be used to request formal access to information in files (either paper or electronic) held by Central Coast Council (**Council**) under the *Government Information (Public Access) Act 2009 (NSW)* (the **GIPA Act**).
2. Please read the attached **Guidelines** on page 3 before lodging this form.
3. Make sure all fields are filled out correctly and all necessary documentation is attached. Detailed information requests assist Council in identifying or locating the information you are seeking – you can attach additional pages if required.
4. Once completed, **submit this form to Council** by email at ask@centralcoast.nsw.gov.au, in person at Council's Administration Building (2 Hely Street, Wyong) or post to PO Box 20 Wyong NSW 2259.
5. You will be notified by Council within 20 business days if the information you have requested is available for release.

There is no fee for applying for access to information through informal access; however, charges may apply for copying of documents. Fees are set out in Council's Fees and Charges Schedule.

APPLICANT'S DETAILS

Surname: _____ Given names: _____ Title (Mr/Mrs/Ms): _____

Organisation (if applicable): _____

Application on behalf of* (if applicable): _____

*If you are applying on behalf of someone else, you must attach current evidence of your authority to act on their behalf.

Postal address: _____

State: _____ Postcode: _____ Telephone Number: _____

Email address you agree to receive correspondence to: _____

Proof of identity* (if you are requesting personal information): _____

*Such as a driver's licence, current Australian passport or other document with a photograph, signature, and current address.

DETAILS OF YOUR ENQUIRY

Street address (if applicable): _____

Lot No.: _____ Deposited Plan No.: _____ Strata Plan No.: _____

DA/BA/CC/CD Number (if known): _____

Have you applied any time to another agency for substantially the same information? ☐ Yes ☐ No

If yes, name of the other agency: _____

Do you own the property? ☐ Yes ☐ No Have you recently purchased it? ☐ Yes ☐ No

If yes, please provide date of settlement: _____

Please describe the information you would like to access in as much detail as possible to allow us to identify all the records relating to your application (attach additional pages if required):

Date range of documents required: _____ to _____

Note: If you do not give enough details about the information you are requesting, Council may refuse to process your application until the correct information is provided.

CONSULTATION

Council may be required to consult with third parties to process your application. **Please advise whether you agree to the release of the following information to such third parties.** This information may assist the third party to understand why you are seeking their information and speed up the process:

- Your name and/or company name ☐ Yes ☐ No
- The reason why you are making this application ☐ Yes ☐ No
- Do you agree to the third party being provided with your phone number/email address to contact you personally? ☐ Yes ☐ No

FORM OF ACCESS

How do you wish to access the document(s)?

- ☐ Inspect the documents in person
- ☐ A copy of the document(s) provided by email
- ☐ Access in another way (please specify) _____

COPYRIGHT OWNER AUTHORITY

The copyright owner is the person/organisation who prepared the plans and/or documents.

- ☐ I have attached consent from the copyright owner, so that I may obtain a copy of the information I have requested
- ☐ I have been unable to locate the copyright owner. The details of my attempts to contact the copyright owner are outlined below:

Name of the copyright owner (please provide the name of the person/company you have searched for):

Details of searches conducted (e.g. extracts from ASIC, ABN Lookup, any other steps taken, etc.):

Note: The owner's written consent is also required to access any internal plans or floor plans.

PROACTIVE RELEASE

Under the GIPA Act, Council has the authority to make Council held documents publicly available if Council considers it to be in the wider public interest. This is known as **proactive release** under the GIPA Act and could include a complete copy of the document(s) that may be provided to you in response to your application being made available on Council's Proactive Release page or provided as "view only" access at Council offices.

SIGNATURE DETAILS

Signed

Date



INFORMAL INFORMATION ACCESS REQUEST GUIDELINES

1. ABOUT YOUR APPLICATION

Your application will be considered by Council under section 8 of the GIPA Act. Council is not required by the GIPA Act to respond to your informal application and is not under any statutory timeframe to respond. Upon receiving your request, Council will determine how the request will be processed and what information is available. This may involve contacting you to clarify what information is sought. Council may advise that you will need to lodge a formal access application under the GIPA Act for the information you have requested. This form will be placed in Council's information management system.

2. HAVE YOU CHECKED ONLINE?

Council's website contains a wide range of information that is freely accessible. It is recommended that you search our website for the information that you have requested before submitting this information.

3. ACCEPTABLE REQUESTS

Informal information applications are suitable for requests for information where non-complex and can be processed quickly. Informal information applications are **not** suitable for requests which:

- Involve extensive searching, large volumes of information or would require a substantial amount of staff resources; or
- Involve access to another person's personal information requiring third party consultations; or
- Require access to sensitive information requiring careful balancing of public interests in determining disclosure.

If your request involves any of the above, you should consider a formal access application. More information is available on Council's website.

4. ARE YOU BUYING OR SELLING A PROPERTY?

Any information provided to you in response to your application is in accordance with Council's obligations under the GIPA Act and is **for information purposes only**. If you are buying or selling a property, it is important that you obtain your own legal and/or planning advice as to what Council certificates/information you need to provide you with Council's official position in respect of a property.

5. TIMEFRAMES

Council will endeavour to process this application as soon as practicable; however, lengthy or complex applications may take longer.

6. COPYRIGHT

Access to documents subject to copyright will be granted by way of inspection only unless the copyright owner's written consent is submitted with your application. The copyright owner is the author of the document, **not** the property owner.

Council's Copyright Authority Form may be used for the purpose of obtaining a copyright owner's written consent.

7. PRIVACY NOTICE

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the *Privacy and Personal Information Act 1998* (NSW) and Information Privacy Principles, the *Health Records and Information Privacy Act 2002* (NSW) and Health Privacy Principles and any subordinate legislation.

Purpose The information on this form is being collected for the purpose of public access to Council's documents. The information collected will be used for the purpose outlined and related administrative functions, and in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.

Intended Recipients Council officials and is publicly available under the *Government Information (Public Access) Act 2009* (NSW).

Supply Voluntary.

Consequence of non-provision If you do not supply the information, we will not be able to process your application.

Storage and security Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 2 Hely Street, Wyong NSW 2259.

Access You may access, correct or update your personal information by visiting Council's website, contacting Council's Privacy Contact Officer on 02 4306 7900 or by sending an email to ask@centralcoast.nsw.gov.au. If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the Information and Privacy Commission or visit their website at www.ipc.nsw.gov.au.

8. ASSISTANCE

If you require assistance in completing this form, please contact Council on 02 4306 7900 or visit Council's website at www.centralcoast.nsw.gov.au. General information about the GIPA Act is also available by calling the Information and Privacy Commission on 1800 IPC NSW (1800 472 679) or visiting their website at www.ipc.nsw.gov.au.