

City of Parramatta

Government Information Public Access (GIPA) Act 2009

INFORMAL ACCESS APPLICATION



To apply for **Informal access** to information held at Council under the *Government Information (Public Access) Act 2009 (GIPA Act)* and associated *Regulations* please complete this form. If you need help in filling out this form, please contact the Records Information Officer on (Tel) 02 9806 5337

Email: council@cityofparramatta.nsw.gov.au or visit our website at www.cityofparramatta.nsw.gov.au.

1. Applicant Details (Mandatory Field)

Surname: _____ Title: Mr/Mrs/Miss/Dr

Given Name: _____

Company Name: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: (M) _____ (W) _____ (H) _____

Email Address (Print clearly) _____

2. Information Required

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.

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

3. Information about the Property

Street Number & Address: _____

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

DA/BA/CC/CD Number (If Known?) _____

DA-Development Application; BA-Building Application; CC- Construction Certificate; CD-Complying Development

4. What Development Documents do you require?

- | | |
|--|---|
| <input type="checkbox"/> Development Determination / Consent | <input type="checkbox"/> Council / S79C Town Planners Report |
| <input type="checkbox"/> Construction Certificate | <input type="checkbox"/> Home Owners Warranty Insurance |
| <input type="checkbox"/> Occupation Certificate | <input type="checkbox"/> Acoustics Consultant Report |
| <input type="checkbox"/> Statement of Environmental Effects | <input type="checkbox"/> Land Contamination Consultant Report |
| <input type="checkbox"/> Heritage Consultant Report | <input type="checkbox"/> Complaints/Submissions (excluding complainant details) |
| <input type="checkbox"/> Site Inspection results | <input type="checkbox"/> Development Application /Building Application |
| <input type="checkbox"/> Road or footpath works/repairs/
Construction/maintenance | Plans* (Copyright Owner Consent Required) |

Other (please specify):

***Please note; plans are subject to copyright and may not be able to be reproduced. Applicant will need to obtain permission from the copyright owner prior to release of plans.**

5. Time Frame

Pre 1994 1994 – 2003 2004 – Present

Specific year (if known):

6. Physical Inspection of Plans

Are you the property owner? Yes No

***Important:** If you wish to view floor plans of a residential building, you must either be the owner of the property or provide written consent from the owner. Please note, proof of owner identity (e.g. passport or drivers licence) and proof of ownership (e.g. Transfer of Sale) will be required in either case.

7. Access to information

If you have provided written consent from Copyright Owner/Architect, the information will be released to you. If the consent can not be obtained the following options are available:

Inspect the documents in person at Council Call back from Duty Planner to discuss plans

Viewing by appointment on Tuesday or Thursday between 9:00am – 3:00pm. Please note:
A Duty Planner is available at Customer Service: 8:30am-1pm and Duty Engineer from 10am-12pm

8. Applicants Signature

Applicant/s Name:

Applicant/s Signature:

Date:

9. Copying Fees – GST not applicable as per current Council Fees and Charges

Please click on the link for: [Schedule of Fees and Charges](#)

10. How to lodge this application?

You can lodge your completed **Informal GIPA** application in the following ways:

Email: council@cityofparramatta.nsw.gov.au

In Person: Administration Building
126 Church Street, Parramatta NSW 2150
Monday to Friday 8:30am – 5:00pm

Mail: PO Box 32 Parramatta NSW 2124

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

Any personal information provided by you on this form will be used by City of Parramatta to process this request and utilised for the purpose for which it is obtained. Once collected, the information may be available to third parties in accordance with Council's Access to Information Policy, Privacy Management Plan, GIPA Act or Privacy & Personal Information Protection Act.