

# Informal Request for Access to Information



## Government Information (Public Access) Act 2009

Please complete this form to apply for informal access to Council held information under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

If you need help filling out this form, please contact the Right to Information Officer on 02 9806 5050, or email [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au). You can also visit our webpage, [Access to Information](#).

## Your details

Title

Given name(s)

Surname

Organisation/person  
being represented

Postal address

Email (Block Letters)

Phone Number

## Property details

Street 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

## Information Requested

Please describe the information you would like to access in enough detail to allow us to identify it. You may attach additional pages. If you do not give enough details, we may be unable to process your application.

## What Development Documents do you require?

Development determination/consent

Construction certificate

Plans\*

Occupation certificate

Complying development certificate

\*Please note: plans are subject to copyright and may not be able to be reproduced. Applicants may need to obtain permission from the copyright owner.

## Other documents required

### Time frame

Pre 1994

1994 - 2003

2004 - present

### 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.

### Access to information

If you require a copy of the plans you will need to provide written consent from the copyright owner (e.g. Architect/Engineer) even if you are the owner of the property

A copy of records by email

Inspect documents at Council

Viewing by appointment on Monday 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

**Applicant's signature:**

**Date:**

**Copying fees**- GST not applicable as per [City of Parramatta 2021/2022 Fees and charges](#)

Black and White photocopies A4 \$1.20 - A3 \$2.20 - Colour photocopies - A4 \$2.40 - A3 \$5.00

Information provided on CD - \$12.00 or USB \$25.00

Please post this form or lodge it at:

**City of Parramatta Council**

**126 Church Street, Parramatta**

**(PO Box 32 Parramatta NSW 2124)**

**Email: [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)**

**Enquiries ph: 02 9806 5050**

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

#### **Privacy Notice:**

The information provided by you on this form will be used by City of Parramatta to process this application. The provision of this information is required and if not provided, council may not be able to fully process your request. Once collected by City of Parramatta, the information can be accessed by you in accordance with City of Parramatta Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access. You may also amend or correct your personal information by contacting City of Parramatta.

City of Parramatta is the agency that holds the personal information and will store it securely.