



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

Please complete this form to apply for **Informal access** to information held at Council under the *Government Information (Public Access) Act 2009 (GIPA Act)* and associated *Regulations*. If you need help in filling out this form, please contact the Records Information Officer on (Tel) 02 9806 5337 (Email) council@parracity.nsw.gov.au or visit our website at www.parracity.nsw.gov.au.

1. Applicant Details

Surname: _____ **Title:** Mr / Mrs / Ms (Please Circle)

Given names: _____

Company Name: _____

Postal address: _____

Suburb: _____ **State:** _____ **Postcode:** _____

Telephone No.(M) _____ **(W)** _____ **(H)** _____

Email (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 / 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 (excluding complainant details) |
| <input type="checkbox"/> Site Inspection results | <input type="checkbox"/> Development Application /Building Application/
Construction Certificate Plans* |
| <input type="checkbox"/> Road or footpath works/repairs/
Construction/maintenance | |

Other (please specify):

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

5. Time Frame

Pre 1994 1994 – 2003 2004 – Present
 Other (please specify) _____

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

Inspect the documents in person at Council

Viewing by appointment on Tuesday or Thursday between 10:00am to 3:00pm (9806-5337)

8. Applicants Signature

Applicant Name: _____

Applicant Signature: _____ Date: _____

9. Copying Fees – GST not applicable as per Councils 2016/2017 Fees and Charges

Black and White Photocopies (A4) copy \$1.10 per page, A3) copy \$2.00 per page, (A2) copy \$15.60 per page, Fee for CD \$5.60, Save to USB - \$22.30

10. How to lodge this Application

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

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

Mail: PO Box 32 Parramatta NSW 2124

Email: council@parracity.nsw.gov.au

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