



ACCESS TO INFORMATION APPLICATION
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)* and associated *Regulations*. If you need help in filling out this form, please contact the Right to Information Officer on (Tel) 02 9806 5313 (Email) council@parracity.nsw.gov.au or visit our website at www.parracity.nsw.gov.au

1. Applicant Details

Surname: **Title:** Mr / Ms / Mrs
Other names:
Postal address:
Suburb: **Postcode:**
Telephone No.(s): **Facsimile:**
Email: (Print Clearly)

I agree to receive correspondence at the above email address.

2. Information Required

Please refer to Schedule 1 of the Government Information (Public Access) Regulations for information prescribed as open access (some of this information may already be available on Councils website www.parracity.nsw.gov.au)

A request will be dealt with as soon as practicable after it is received. Please describe the information you would like in enough detail to allow us to identify it.

Property Details:

House No.	Shop/Unit No.	Lot	DP or SP
Street		Suburb	
DA	BA	CC	

3. Details of Information Required

	Are you the Property Owner	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/>	DA, BA or CC Consent		
<input type="checkbox"/>	Building Certificate		
<input type="checkbox"/>	Occupation Certificate		
<input type="checkbox"/>	Construction Certificate		
<input type="checkbox"/>	Plans - site, elevation, shadow, landscape, section, internal floor (consent required)		
<input type="checkbox"/>	Submissions to DA (from 1 July 2005)		
<input type="checkbox"/>	Statement of Environmental Effects		
<input type="checkbox"/>	Waste Management Plan		
<input type="checkbox"/>	Site inspection results		
<input type="checkbox"/>	Home Owners Warranty Insurance		
<input type="checkbox"/>	Land contamination consultant report		
<input type="checkbox"/>	Road or footpath works/repairs/construction/maintenance		
<input type="checkbox"/>	Complaints (excluding complainant details)		
<input type="checkbox"/>	Other (please specify)		

3. Form of Access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
- Access in another way (please specify)

Are you seeking personal information? **Yes / No** (circle one)

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any 1 of the following documents:

- Australian Driver's Licence Current Australian Passport Other proof of signature & current address

3. Photocopying charges

There is no application fee for informal requests. However, for some information, you may be asked to pay for copying of documents in accordance with Council's adopted Fees and Charges and will be provided with a statement of charges, if required.

A4 page = \$0.75; A3 page = \$1.45; A2 page and upwards = \$11.05

Applicant's signature:

Date:

Please email, fax, post or lodge this form at:

Parramatta City Council
Administration Building, 30 Darcy Street Parramatta
PO Box 32 Parramatta NSW 2124
Fax: 02 9806 5917
Email: council@parracity.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office use only

Date Application Received:.....Receipt No.:

TRIM File Reference:..... Actioning Officer:

Applicant advised of copying charges: \$..... Yes / No / Not Required