

# Application for Access to Information

under Section 12 of the Local Government Act 1993 and in accordance with Council's Access to Information Policy

- Development Applications within the meaning of the Environmental Planning and Assessment Act 1979
- Records of building certificates under the Environmental Planning and Assessment Act 1979
- Applications under Part 1 of Chapter 7 for approval to construct a building (Section 68 Approvals under the Local Government Act 1993).

## PART 1 - Applicant and Property Details

### Applicant Details

Full Name/Company and contact person

Name:

Postal Address

Suburb:

Postcode:

Contact details

Phone B/H:

Mobile:

Email:

Fax. No:

Signature of applicant

Date:

## PART 2 - Information Requested

### Development or Building Details

Property Owner: Yes  No

Application No. (if known)

DA/BA/CC \_\_\_\_\_ /19\_\_ /200\_\_

Property Address

Lot. DP. No.

Suburb:

Postcode:

### Documents Required

written Owners Consent is required to obtain copy of Building Certificates

*Note: Information containing personal information may not be available under S12 of the LGA*

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DA, BA or CC Consent  
 Town Planners Report to Council  
 Occupation Certificate  
 Construction Certificate  
 DA, BA or CC Plans (please specify type) \_\_\_\_\_  
 \_\_\_\_\_  
 Notification Letter(s)  
 Statement of Environmental Effects  
 Request for **COPY** or to **VIEW** File(s) (please circle)

### Other Information

I/We hereby apply for access to the following information: (Please specify)

\_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

Photocopying Fees:-

Page Size	x	Number of Pages	=	Payable Amount
A4 \$0.70	x	_____	=	_____
A3 \$1.30	x	_____	=	_____
A2+ \$10.00	x	_____	=	_____

Note: up to 4 x A4 pages are free of charge

Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Amount Paid: \_\_\_\_\_

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### NOTES

#### Documentation Available for inspection

Section 12(1) of the Local Government Act 1993 provides that everyone is entitled to inspect a current version of the following documentation (as it relates to development matters) free of charge:

- Applications under Part 1 of Chapter 7 for approval to construct a building, and associated documents;
- Development Applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents;
- Records for building certificates under the Environmental Planning and Assessment Act 1979.

In relation to development applications, or an application under Part 1 of Chapter 7 of the Local Government Act 1993 for approval to construct a building, a person does not have a right to inspect so much of an application as consists of:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected.

#### Documentation Available for Copying

A person entitled to inspect a document under Section 12 (1) is also entitled to take away a copy of the document. However, Section 12B (4) of the Local Government Act 1993 does not allow the copying of building certificates.

Upon inspection of a document a person can make a request to Council staff for the document to be copied. A copying charge will be payable in accordance with Council's adopted 'Fees and Charges'.

#### Inspection of Documents

Upon submission of your request to inspect documentation the relevant file will be retrieved. Once the file has been retrieved you will be contacted to arrange a suitable time in which you will be able to inspect the documents in Council's offices. A member of staff will be available to assist you in the inspection of the documents.

#### Availability of Council documents

Council will endeavour to locate all documents in which it holds, however, a large number of our records are old and it may take a longer period of time to retrieve the files as they are stored offsite.

Building Applications that were submitted to Council prior to 1998 and Development Applications submitted prior to 1994, have now been microfilmed. Access to these records will be by inspecting the microfilmed version of the files.

#### Enquiry Contact Person

For access to development application and associated documents contact:

Section 12 Enquiries Clerk	Parramatta City Council
DX 8279 Parramatta	PO Box 32 Parramatta 2124
Phone: 9806 5337	30 Darcy Street Parramatta 2124
Fax: 9806 5917	

For all other enquiries, contact Council's, Policy Review Officer on 9806 5313 or by fax on 9806 5908.

#### **IMPORTANT:**

Any personal information provided by you on this form will be used by Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council will be unable to process your application. Once collected by Council, the information can be accessed by you and may also be available to 3rd parties in accordance with Council's Access to Information Policy.