

Informal Application Request for Information

Government Information (Public Access) Act 2009

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The information on this form is being collected by Shellharbour City Council for the purpose of processing your request for access to Council's information. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This completed form will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council's Privacy Officer on 4221 6111 for more information.

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ABOUT THIS FORM: Please complete this form to apply for access to government information not available on Council's website under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Public Information Officer on 4221 6111 or email council@shellharbour.nsw.gov.au

Section 1: APPLICANT DETAILS

Title:

Given Name:

Family Name:

Organisation (if applicable):

Postal Address:

Email Address:

Phone Number:

☐ I agree to receive correspondence at the above mentioned email address.

In the interest of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered.

Section 2: DETAILS OF PROPERTY

Application Number/s (if known):

Or Date Range:

Unit/House Number:

Lot No:

DP:

Street Name:

Suburb:

Section 3: DEVELOPMENT APPLICATION DOCUMENTS OR OTHER INFORMATION REQUIRED

Documents related to development applications and/or decisions made after July 2010 may also be available on Council's website - [Shellharbour City Council - Application Search](#).

For information not available on Council's website, please describe the information you would like to access in enough detail to allow Council to identify it. Note: If you do not give enough details about the information, Shellharbour City Council may not be able to process your application.

Processing Fees are applicable for Development and Building Applications, associated documents and decisions made prior to 1 July 2010.

A copy of Council's Fees and Charges are available on the website - [Shellharbour City Council - Fees and Charges](#)

Section 4: PLANS AND COPYRIGHT

Plans and other copyright documents will only be made available for viewing at Council's administration building. If you require copies you will need to gain written permission from the copyright owner/architect. Their contact details can be provided to you upon request.

Owners Consent for Residential Floor Plans

As the owner(s) of the above property, I/we give consent to release the internal floor plans.

Owner's Name(s): _____

Owner's Signature(s): _____

Date: _____

Copyright Holder / Architect's Consent

As the author/architect of the requested information, I give consent for Council to provide copies to the applicant.

Document Title: _____

Architect/Author's Name: _____

Company: _____

Signature: _____

Date: _____

Section 5: APPLICANT DECLARATION

Applicant's signature: _____ Date: _____

Once your application is received, a Council Officer will contact you to provide further information on this process.

FURTHER INFORMATION

General information about the *Government Information (Public Access) 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