

Please complete this form to apply for access to information not available on Council's website. If you need help in filling out this form, please contact the Public Information Officer on (02) 4221 6111 or visit our website at www.shellharbour.nsw.gov.au

Applicant Details

Company (if relevant)

Title (Mr/Mrs/Ms)..... Family Name First Name/s.....

Postal address Postcode.....

Contact Number Email

Details of Property

Application Number/s* (if known) or Date Range*

Unit/House Number Lot No DP

Street Name Suburb

Development Applications and Associated Documents

Documents related to development applications and/or decisions made after July 2010 may also be available on Council's website on the [Application Search](#) page. For information not available on Council's website please describe below.

*** Processing Fees are applicable for Development/Building Applications, associated documents and decisions made prior to 1st July 2010.** Please see the section on Fees & Charges overleaf that may apply to your request.

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Plans & Copyright - Plans and other copyright documents will only be made available for viewing at Council's administration building. If you require copies (hard copy or email) you will need to gain written permission from the copyright owner/architect. Their contact details will 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

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Owner's Signature/s

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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

Other Information

Please describe the information you would like to access in enough detail to allow us to easily identify it.

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(Please continue overleaf)

Signature

Applicant's signature Date

(please continue here)

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Please submit completed application to:
 Post: The General Manager
 Shellharbour City Council
 Locked Bag 155
 SHELLHARBOUR CITY CENTRE 2529

In Person: Council's Administration Building
 Shellharbour Civic Centre,
 76 Cygnet Avenue
 Shellharbour City Centre 2529
 Email: council@shellharbour.nsw.gov.au

IMPORTANT INFORMATION

Copyright - Nothing in the GIPA Act or the regulations requires or permits us to make open access information available in any way that would constitute an infringement of copyright.

Privacy & Personal Information Protection Notice - The personal information on this form is being collected by Shellharbour City Council for the purpose of processing your request for information. It will be used by Council staff to contact you when further information is needed about your request and to provide you with the requested information. It may also be used to confirm your identity as a property owner in the case of requests for internal residential floor plans. You may apply to Council to access and/or correct your personal information. This completed form will be stored in Council's records management system.

Please Note - To protect the privacy of individuals, or business interests of third parties, or when there is any other overriding public interest against disclosure, we may decide to remove information from the copy(s) prior to release by redaction.

Customer Service Use Only

Comments

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Staff members name Date

ID sighted Y / N Type Expiry.....

Completed? Y / N If partially completed list documents that have been provided to the applicant

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Photocopying/CD Fees	No of pages	Cost	
A4 B&W \$1 1 st page, 50c each additional page			(code 52)
A4 Colour \$1 1 st page, 50c each additional page			(code 52)
A3 B&W \$1 1 st page, 50c each additional page			(code 52)
A3 Colour \$1 1 st page, 50c each additional page			(code 52)
A1 Plans \$12.00 per sheet			(code 58)
Plans per square metre \$20.00			(code 58)
Documents on USB/DVD - \$20 each			(code 007)
Development applications and/or decisions made prior to 1 July 2010 - \$30 application fee			
	TOTAL:	\$	

Paid by Cheque EFT Cash Receipt No. Date

Further information about the GIPA Act is available by contacting the NSW Information & Privacy Commission
 freecall 1800 INFOCOM (1800 463 626) or web site at <http://www.ipc.nsw.gov.au>