

CONSENT TO COUNCIL – COPYRIGHT FORM

In certain circumstances, Council requires consent from a document's copyright owner before we can provide you with a copy of the requested document. This is because of copyright restrictions imposed on Council under the [Copyright Act 1968](#) (Cth).

To obtain a copy of a document that is protected by copyright, you need to:

1. Complete **Part 1** of this form.
2. Have the copyright owner complete **Part 2** of this form.
3. Return this form to Council via ask@centralcoast.nsw.gov.au, in person at Council's Administration Building (2 Hely Street, Wyong) or post to PO Box 20 Wyong NSW 2259.
4. Council will then review and process your request.

HOW TO FIND A COPYRIGHT OWNER

- Try the contact details that Council may have already provided to you.
- If the copyright owner is a company, you can do a free company search on the [Australian Securities and Investments Commission \(ASIC\)](#) website to see if the company is still registered.
- If the copyright owner is a business, you can do a free business name search with [NSW Fair Trading](#) to see if the business is still registered.
- If the copyright owner is a builder or plumber, you can do a free licence search on with [NSW Fair Trading](#) to see if their licence is still current and the licensee's last known address.
- If you know that the company, business or tradesperson is still registered or still trading, you can do a [Yellow Pages](#) search to see if you can find any current contact details. You may only find an address and you will need to write to the copyright owner to seek consent.
- A general Google or Internet search may also be a quick way to find and contact a copyright owner.
- Sometimes with a company, it can still be registered; however, there is no current contact details available. In this situation, you can pay for a detailed company search through [ASIC](#) to get the current address information or contact information for a person responsible for the company who can provide consent (i.e. a director).

PRIVACY NOTICE

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998](#) (NSW) and Information Privacy Principles, the [Health Records and Information Privacy Act 2002](#) (NSW) and Health Privacy Principles and any subordinate legislation.

Purpose	The information on this form is being collected for the purpose of public access to Council's documents. The information collected will be used for the purpose outlined and related administrative functions, and in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.
Intended Recipients	Council officials and is publicly available under the Government Information (Public Access) Act 2009 (NSW).
Supply	Voluntary.
Consequence of non-provision	If you do not supply the information, we will not be able to process your application.
Storage and security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 2 Hely Street, Wyong NSW 2259.
Access	You may access, correct or update your personal information by visiting Council's website, contacting Council's Privacy Contact Officer on 02 4306 7900 or by sending an email to ask@centralcoast.nsw.gov.au . If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the Information and Privacy Commission or visit their website at www.ipc.nsw.gov.au .

PART ONE: YOUR CONTACT DETAILS

Name: _____

Organisation (if applicable): _____

Application on behalf of* (if applicable): _____

*If you are applying on behalf of someone else, you must attach current evidence of your authority to act on their behalf.

Postal address: _____

State: _____ Postcode: _____ Telephone Number: _____

Email address you agree to receive correspondence to: _____

INFORMATION REQUESTED

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 (attach additional pages if required).

For example, if the document is a development plan, include the address, plan title, number, date and (if available) Council's document reference number.

Signature: _____ Date: _____

PART TWO: COPYRIGHT OWNER'S WRITTEN CONSENT

I, _____
(name of copyright holder)

of, _____
(company name (if applicable))

of, _____
(address)

Telephone Number: _____ Email address: _____

hereby consent to the release by Central Coast Council of a copy of the document listed in the 'Information Requested' section above, to the person identified in Part One of this form.

Signature: _____ Date: _____

For corporations only:

I confirm that I am duly authorised to provide consent on behalf of the corporation in accordance with the [Corporations Act 2001](#) (Cth).

Signature: _____ Date: _____

