

CONSENT TO COUNCIL – COPYRIGHT FORM

In certain circumstances Council requires consent from the document's copyright owner before providing you with a copy of the requested document. This is because of copyright restrictions imposed upon Council by the [Copyright Act 1968 \(Cth\)](#)

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

1. Complete Part One of this form.
2. Locate the copyright owner (see tips on how to do this on page three).
3. Have the copyright owner complete Part Two of this form.
4. Return the completed page two to Council via ask@centralcoast.nsw.gov.au or at the Council offices listed below.

Council will then review and process your request.

PRIVACY NOTICE

Personal Information means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can be reasonably be ascertained from the information or opinion.

Some of the information you provide on this form is your personal information, such as your name and contact information. This information is being collected by Council for the purpose of processing this application and will be accessible by Council staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process this application.

The intended recipients of your information are Council staff, but some of the information may be available to the general public under the *Government Information (Public Access) Act 2009*. Council is to be regarded as the agency that holds the information. You may make an application for access or amendments to your personal information held by Council under the *Privacy and Personal Information Protection Act 1998* or the GIPA Act.



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: _____

Telephone Number: _____

Email you agree to receive correspondence to: _____

Information requested (attach and sign extra page/s if required):
Please be as descriptive as possible. For example, if the document is a development plan, please include the address, plan title, number, date and if available Council's document reference number.

Sign: _____ Date: _____

PART TWO – COPYRIGHT OWNER'S WRITTEN CONSENT

I _____
(name of copyright holder)

Of, _____
(company name – if applicable)

Of, _____
(address)

Phone: _____ Email: _____

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.

Sign: _____ Date: _____

(For corporations only):

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

Sign: _____ Date: _____



How to find a copyright owner:

1. Try the contact details that Council has provided to you.
2. If the copyright owner is a company, do a free company name search on the Australian Securities & Investments Commission (ASIC) website at: www.asic.gov.au to see if the company is still registered.
3. If the copyright owner is a business, do a free business name search on the Office of Fair Trading website at: www.fairtrading.nsw.gov.au to see if the business is still registered.
4. If the copyright owner is a builder or plumber, do a free licence search on the Office of Fair Trading website at: www.fairtrading.nsw.gov.au to see if the licence is still current, and the last known licensee's address.
5. Once you know that the company, business or builder/plumber is still registered and/or trading, do a Yellow Pages search to see if you can find any current contact details. The Yellow Pages website is www.yellowpages.com.au. You may only find an address, in which case, you will need to write to the copyright owner to seek consent.
6. A general Google (or any other Internet search tool) search can also sometimes be a quick way to find contact details for a copyright owner: www.google.com.au.
7. Sometimes with a company, it can still be registered; however there can be no current contact information available either via Yellow Pages or a general internet search. In this situation, you can pay for a detailed company search to find out the current address information for a person responsible for the company that may be able to give you consent, such as a Director. See the ASIC website at: www.asic.gov.au for more information on this type of search.