

# INFORMAL INFORMATION ACCESS REQUEST FORM

Section 8 Government Information (Public Access) Act 2009 NSW (the GIPA Act)

## How to complete this form:

- 1 This form is used to request informal access to information in files (either paper or electronic) held by Central Coast Council (Council) under the [Government Information \(Public Access\) Act 2009](#) (the GIPA Act).
- 2 Please read the attached **Guidelines** on page three prior to lodging this form.
- 3 Make sure that all fields are filled out correctly and all necessary documentation is attached. Detailed information requests assists Council in identifying or locating the information you are seeking – attach additional pages if required. Note: If you do not provide enough details your application may be refused.
- 4 Once completed, **submit this form to Council** via [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au) or at the Offices listed below.
- 5 You will be notified by Council as soon as practical if the information you have requested is available for release.

There is no fee for applying for access to information through informal access; however charges may apply for copying of documents. Fees are set out in [Council's Fees and Charges Schedule](#).

## APPLICANT'S DETAILS

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_ Title (Mr/Mrs/Ms): \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Application on behalf of\* (if applicable): \_\_\_\_\_

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

Postal Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email you agree to receive correspondence to: \_\_\_\_\_

Proof of Identity (if you are requesting personal information): \_\_\_\_\_

\* Such as drivers Licence or current Australian Passport or other document with photograph, signature & current address.

## DETAILS ABOUT YOUR ENQUIRY

Street Number & Address (if applicable): \_\_\_\_\_

Lot No.: \_\_\_\_\_ Deposited Plan No. \_\_\_\_\_ Strata Plan No. \_\_\_\_\_

DA/BA/CC/CD Number (if known): \_\_\_\_\_

Are you the property owner? ☐ Yes ☐ No Have you recently purchased it? ☐ Yes Date of settlement: \_\_\_\_\_ ☐ No

Is the information about your personal information? ☐ Yes ☐ No

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:

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Date Range of documents required: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please note: If you are not specific about the information you require, Council may refuse to process your application. Council will however endeavour to assist you in defining your request to a more manageable one.

## COPYRIGHT OWNER AUTHORITY

The copyright owner is the person/organisation who prepared the plans/documents.

- ☐ I have attached the consent for the copyright owner, so that I may obtain a copy of the information I have requested; or
- ☐ I have been unable to locate the copyright owner. The details of my attempts to contact the copyright owner are outlined below:

Name of Copyright Owner: *(please insert the name of the person/company you have searched for)*

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Details of Searches Conducted: *(eg. Extracts from ASIC website, ABN Registration Website, steps taken)*

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*Please note: The Owner's written consent is also required to access any internal plans or floor plans.*

## FORM OF ACCESS

How do you wish to access the document?

- ☐ Inspect the documents in person;
- ☐ A copy of the document/s provided by email; or
- ☐ Access in another way (Please specify): \_\_\_\_\_

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## PROACTIVE RELEASE

Under the [GIPA Act](#) Council has the authority to make publically available Council held documents if Council considers it to be in the wider public interest. This is known as proactive release under the [GIPA Act](#) and could include a complete copy of the document/s that may be provided to you in response to your application being made available on Council's [Proactive Release](#) page or provided as "view only" access at Council offices.

## SIGNATURE DETAILS

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## INFORMAL INFORMATION ACCESS REQUEST GUIDELINES

### 1. About your application

Your application will be considered by Council under section 8 of the [GIPA Act](#). Council is not required by the [GIPA Act](#) to respond to your informal application and is not under any statutory timeframe to respond. Upon receiving your request, Council will determine how the request will be processed and what information is available. This may involve contacting you to clarify what information is sought. Council may advise that you will need to lodge a formal access application under the [GIPA Act](#) for the information you have requested. This form will be placed in Council's records management system.

### 2. Have you checked online?

Council's Online Services facility, available via its website, stores a large volume of freely accessible information. It is recommended that you view [Council's website](#) for the information you have requested, before submitting this application. Click the following links to: [Online application link](#) for the Wyong Office and the [ePlanning Portal](#) for the Gosford Office.

### 3. Acceptable requests

Informal information applications are suitable for requests for information which are non-complex and can be processed quickly. Informal information applications are not suitable for requests which:

- involve extensive searching, large volumes of information or would require a substantial amount of staff resources; or
- involve access to another person's personal information requiring third party consultations; or
- require access to sensitive information requiring careful balancing of public interests in determining disclosure.

If your request involves any of the above, you should consider lodging a formal access application which are available on [Council's website](#) and from Council's Customer Service Centres.

### 4. Are you buying/selling a property?

Any information provided to you in response to your application is in accordance with Council's obligations under the [GIPA Act](#) and is *for information purposes only*. If you are buying/selling a property, it is important that you obtain your own legal and / or planning advice as to what Council certificates/information you need to provide you with Council's official position in respect of a property. For guidance click the following links: [Online property info link](#) and [Building and Development Forms](#).

### 5. Timeframes

Council will endeavour to process this application as soon as practical, however lengthy or complex applications will take a longer period of time.

### 6. Copyright

Access to documents subject to copyright will be granted by way of inspection only, unless the copyright owner's written consent is submitted with your application. The copyright owner is the author of the document, NOT the property owner. Council's copyright authority form may be used for the purpose of obtaining a copyright owner's written consent. Click the following for links to: [Copyright Authority Form](#) and [Copyright FAQ](#).

### 7. Privacy Notification

*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 your 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 your application. The intended recipients of your information are Council staff, but information may be available to the general public under the [GIPA Act](#). 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](#).

### 8. Assistance

If you require assistance in completing this form, please contact Customer Service on 1300 463 954 or visit [Council's website](#). General information about the GIPA Act is also available by calling the Office of the Information and Privacy Commission on 1800 IPC NSW (1800 472 679) or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)