



INFORMAL ACCESS REQUEST FORM

[Section 18 Government Information (Public Access) Act 2009
& Schedule 5 - Government Information (Public Access) Regulation 2009]

THIS FORM IS TO BE USED FOR ACCESS AND/OR DISCLOSURE OF DOCUMENTS HELD BY THE COUNCIL WITHIN FILES OR STORED ELECTRONICALLY ON COUNCIL'S RECORDS MANAGEMENT SYSTEM

Council contact details: Ph 6392 3200; email council@cabonne.nsw.gov.au; fax 6392 3260 or PO Box 17 Molong NSW 2866

APPLICANT'S DETAILS

Surname Given Names Title (Mr/Mrs/Miss/Ms)

Postal Address

..... Postcode

Telephone Number (H) (W) (M)

Fax Number Email

IS THE INFORMATION ABOUT YOUR PERSONAL INFORMATION? YES / NO

I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:

IF THE INFORMATION IS ABOUT PROPERTY: PROPERTY DETAILS

Street Address

Lot No DP or SP No Application No

Building Name: Approx Age of Building

Description of development

COPYING CHARGES

Copy charges apply in accordance with Council's adopted fees and charges.

Applicant advised of estimated copying charges of \$..... YES / NO / NOT REQUIRED

DOCUMENT INSPECTION / DELIVERY DETAILS

Inspect at Molong / Cudal / Canowindra Council office only Circle one item.

OR **Forward** by Mail / Fax / Email (Circle one item).

OWNER'S OR ARCHITECT'S CONSENT IS REQUIRED FOR REQUESTS FOR COPIES OF (DEVELOPMENT & BUILDING APPLICATION & CONSTRUCTION CERTIFICATE) PLANS & ALSO FOR COPIES OF BUILDING CERTIFICATES

Owner's or Architect's Name

Signature of Applicant Date

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: Public access to Council's documents.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary, a consequence of non provision is that insufficient information will be provided.

Access / Correction: Requests for access / correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, contact the Council's Public Access Coordinator.

Storage: This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is completed.

OFFICE USE ONLY

Request received by Location (Canowindra, Cudal, Molong) Date

(name) (Circle one)

Total Fees Total Fees Paid Receipt Number

Referred to Department Date

Completed by Completed date