



I act on behalf of the property and request access to information. Yes  No

Does the information relate to your personal information? Yes  No

**NOTE:** When seeking access to their personal information, or when an applicant is acting with the authority of another person and seeks to access that person's personal information, an applicant must provide proof of identity which includes a full name, address and a signature. This can be either an original or a certified copy or can be provided using more than one document.

#### 4. Preferred Form of Access

Inspect the records at Council offices **NOTE:** An appointment must be made with Customer Service staff.

Receive a paper copy of the records

Receive an electronic copy of the records

#### 5. Owner's (or Architect's) Consent (if not the applicant)

**NOTE:** Due to the Copyright Act 1968 (Cth), the consent of the copyright owner is required for Council to be legally able to provide copies of certain documents. Without consent, information subject to copyright (including, but not limited to, **plans, drawings, and some reports**) will be available on inspection only.

The consent of the property owner is required for the provision of copies of **building information certificates** (see section 6.26(10) of the Environmental Planning and Assessment Act 1979).

**Owner's (or Architect's) Name:**

**Contact Telephone Number:**

I/we consent to the logement of the application for the abovementioned property:

**Owner's (or Architect's) Signature**

**Date**

#### 6. Privacy Notification

In making this application, you are providing personal information such as your name and contact details. This information will be used for the purpose of assessing your application and ensuring Council can contact you regarding the status of your application. Your personal information will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and Council's Privacy Management Plan.

**Purpose of collection:** Access to government information held by Council.

**Intended Recipients:** Council staff and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

**Supply:** Voluntary; however, Council may not be able to process your application if insufficient information is provided.

**Access/Correction:** You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

**Storage:** This form will be placed on a relevant file and/or recorded in Council's electronic document management system.

#### 7. Declaration

I DECLARE THAT:

- The information provided in this form is complete and correct.
- I have read the above Privacy Notification.
- I understand that the copyright owner's consent must be provided to use any part of a copyright document for any other purpose (including making further copies in any format).
- Where applicable, I have attached documents required for the purpose of this application (e.g. authorisation to act on another person's behalf, evidence of copyright owner's consent).
- I will not remove, alter, deface or destroy items contained within files to which I have been granted access via inspection.
- I understand that it is an offence to give misleading information about my identity and that doing so may result in a decision to refuse the application.

**Applicant's signature**

**Date**