

Property File – General Enquiry

Glen Innes Severn Council ABN 81 365 002 718
 Administration Office, Church Street, 136 Church Street, Glen Innes NSW 2370
 PO Box 61, Glen Innes NSW 2370
 ☎ (02) 6730 2350
 ✉ council@gisc.nsw.gov.au 🌐 www.gisc.nsw.gov.au



Please complete this form to request information on a property file.

If you require any assistance in completing this form, please contact Council's Place and Growth Department on the details listed at the top of this form.

***NOTE: Please be advised that fees may be applicable for this application. These fees are available in Council's Current Operational Plan.**

Office Use Only
Date Received:
Receiving Officer:

How to lodge this request:

In person: Glen Innes Severn Council Administration Office, Church Street, 136 Church Street, Glen Innes NSW 2370
Post to: PO Box 61, Glen Innes NSW 2370
Email to: council@gisc.nsw.gov.au

Fields marked with an asterisk (*) are mandatory.

Application will not be processed unless mandatory fields are completed and accompanied with supporting documentation.

1. Applicant Details

*Full Name:	Title:
Business Name:	ABN:
*Postal Address:	Postcode:
*Email:	
*Telephone:	
Preferred contact method for Council to send notices as required by the GIPA Act:	Email (preferred) <input type="checkbox"/> Post <input type="checkbox"/>

2. Property and/or Application Details

Complete this section if you are applying for access to information concerning a particular property or application.

Street Number:	Street Name:
Locality:	
Lot Number(s):	DP or SP Number(s):
Application Number(s):	
*Date range you would like us to search within (e.g. Sept 2018 – June 2019):	

3. Type of Information

*Please specify the document(s) you wish to access or provide as much detail as possible about the information you wish to access. Please attach additional pages if required:

Construction Certificate (CC)	Occupation Certificate (OC)
Development Application (DA)	Building Investigation Certificate (BIC/CC)
Building Application (BA)	Notice of Determination (NOD)
Construction Development Certificate (CDC)	Plans (Architectural/Site/Engineering)
Other:	
I am the owner of the property and request access to information. Yes <input type="checkbox"/> No <input type="checkbox"/>	

Form No:	Version No: 1.0 Date: July 2024	Review Date: July 2027	Related Documents:	Resp Officer: MGD
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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