



All correspondence to be addressed to:  
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 Camp Street  
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 A.B.N. 73 819 323 291

## INFORMAL REQUEST TO VIEW PROPERTY FILE

Application for permission to view information on Weddin Shire Council's Property File where it meets the criteria of open access information under the *Government Information (Public Access) Act 2009; Copyright Act 1968; Local Government Act 1993 No 30, Chapter 7, S.83*

<b>Applicants Details (Note: All owner/s consent is required)</b>		
Surname:	Title: Mr/Mrs/Ms	
Given Name/s or Organisation:		
Postal Address:		
Town:	Post Code:	Mobile:
Daytime Phone No.	Email:	
Applicants Signature:		Date:
Description of information seeking access to and <u>WHY</u> you are seeking access:		
How would you like to receive the information: (note: copyright law & copying, file retrieval & scanning fees may apply)		
<input type="checkbox"/> Email <input type="checkbox"/> Inspect (please arrange a time with an Environmental Services Officer)		
Property Details		
Street Address:		
Building/Property Name:		
Lot No.	Section:	Deposited Plan / Strata Plan No. (DP / SP):
Owner/s Details (Note: if more than one owner list all names – companies must be signed under a company seal)		
Surname/s or Business Name/s		Given Name/s
Postal Address:		
Town:		Post Code:
Owner/s Consent (Required for all development information prior to July 2010)		
I/We		
Consent to open access information being made available to:		
Company Seal	Owner/s Signature/s	If Business, Office Held (all signatories required)

<b>Fees and Charges</b>	File retrieval, copying and scanning fees may apply in accordance with Council's adopted fees and charges.
<b>Privacy &amp; Personal Information Protection Notice</b>	<p><b>Purpose of collection:</b> Public access to Council's documents under Schedule 1 <i>Government Information (Public Access) Act 2009</i>.</p> <p><b>Supply:</b> Is voluntary, some information may not be provided due to access laws. If you require access to information that is not open access a formal application for information may be made to Council's Public Officer.</p> <p><b>Access/Correction:</b> Requests for access / correction of information under Schedule 1 <i>Government Information (Public Access) Act 2009</i> or <i>Privacy &amp; Personal Information Protection Act 1998</i>.</p> <p><b>Storage:</b> This form will be placed on a relevant file and will be saved on Council's main records management system.</p>
<b>Lodgement Details</b>	<p>You can lodge the completed application by:</p> <p><b>In Person:</b> Cnr Camp &amp; Weddin Street, Grenfell NSW 2810</p> <p><b>Mail:</b> PO Box 125, Grenfell NSW 2810</p> <p><b>Email:</b> <a href="mailto:mail@weddin.nsw.gov.au">mail@weddin.nsw.gov.au</a></p> <p>For further information regarding your application please telephone (02) 6343 1212</p>
<b>Open Access Details</b>	<p>The following documents are considered open access under <i>Government Information (Public Access) Regulation 2018</i>, Schedule 1 (3)(1)(a)(b)</p> <ul style="list-style-type: none"> <li>• Development consents (excluding internal plans of a residential building)</li> <li>• Construction Certificates</li> <li>• Complying Development Certificate</li> <li>• Occupation Certificates</li> <li>• Home warranty insurance documents</li> <li>• Structural certification documents</li> <li>• Town planner reports</li> <li>• Submissions received on development applications</li> <li>• Heritage consultant reports</li> <li>• Tree inspection consultant reports</li> <li>• Acoustics consultant reports</li> <li>• Land contamination consultant reports</li> </ul>
<b>Internal Floor Plans</b>	Internal floor plans of residential buildings submitted as part of an application are <b>not</b> considered to be open access information and you may not be able to view them or make a copy of them (unless you are the current owner – note Copyright still applies) [Schedule 1 (3)(2)(a) <i>Government Information (Public Access) Regulation 2018</i> ].
<b>Copyright</b>	Due to the provision of the <i>Copyright Act 1968</i> , you will only be able to view hard copies at a Council Office or receive electronic copies, for certain information to which copyright applies. These may include plans, specifications, reports, etc. To enable you to obtain a hard copy of this information, you will need to provide proof of the Copyright Owners consent.
<b>Application Assessment</b>	<p>Information required should be clearly identified in this application. If the information you seek is not specified and/or it does not fall within Open Access, Council may not be able to process your application.</p> <p>Council will apply the public interest test for all applications under Part 2 Division 2 of the <i>Government Information (Public Access) Act 2009</i> when making the decision to release or refuse access to information.</p> <p>Allow <b>10 working days</b> for this application to be completed.</p>
<b>Further Information</b>	<p>Further information can be obtained from the NSW Information &amp; Privacy Commission.</p> <p>Website – <a href="http://www.ipc.nsw.gov.au">www.ipc.nsw.gov.au</a></p> <p>Email – <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a></p> <p>Mail – GPO Box 7011, Sydney NSW 2001</p> <p>Phone – 1800 472 679</p> <p>Or, information regarding development consents is available on Council's website via the <b>Development Application Tracking Portal</b>.</p>
<b>OFFICE USE ONLY</b>	
Date Received	
Fees Paid	Date Paid Receipt No