

# INFORMAL REQUEST FOR ACCESS TO INFORMATION

## GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (NSW)

Please complete this form to apply for formal access to Council held information under the *Government Information (Public Access) Act 2009 (NSW)*.

**Privacy Notice:** Your information is being collected by Narrabri Shire Council (46-48 Maitland Street Narrabri) in accordance with the *Privacy and Personal Information Protection Act 1998 (NSW)* to manage and process applications under the *Government Information (Public Access) Act 2009 (NSW)* (the GIPA Act).

The supply of this information is voluntary; you are not legally required to provide your personal information, however, if you do not supply all the information requested below Council may not be able to provide you with the information requested. Council may share your application with another agency if they hold or are likely to hold information you have requested. Your personal information may be used or disclosed to help prevent or lessen a serious and imminent threat to life or health, or where Council is otherwise authorised or required to do so by law.

If you wish to update your details or obtain a copy of Council's Privacy Management Policy, please contact Council on (02) 6799 6866 or council@narrabri.nsw.gov.au.

### Applicant Details

Title

Given Name(s)

Surname

Organisation/person being represented

Postal Address

Email Address

Phone Number

\* You must provide a postal address, email address or both.

### Information Requested

### Property Information

Are you the property owner?

Yes  No

If **yes**, a GIPA application is not required. Please submit your request as a Property Owner Request for Information. This must be submitted in writing by emailing council@narrabri.nsw.gov.au or by post to 46-48 Maitland Street, Narrabri NSW 2390 (PO Box 261, Narrabri NSW 2390).

If **no**, a GIPA application is required. Please complete this form and attach a completed Property Owner's Consent to Release Information form signed by the property owner (available on Council's website).

**Property Details**

Address

Lot No.

Deposited Plan No.

Strata Plan No.

DA/BA/CC/CD Number (if known)

DA - Development Application; BA - Building Application; CC - Construction Certificate; CD - Complying Development

What Development Documents do you require?

Development determination/consent

Construction Certificate

Complying Development Certificate

Occupation Certificate

Plans\*

\*Please note: Plans are subject to copyright and may not be able to be reproduced. Applicants may need to obtain permission from the copyright owner.

Other documents required

**Other Information**

For all other information requested, please describe the information you would like to access in enough detail to allow us to identify it. You may attach additional pages. If you do not give enough details, we may be unable to process your application.

Note:

- Your application is only valid if you provide enough details to enable Council to identify the information you are seeking.
- GIPA is for access to information that is contained in records that are currently held by Council.
- Council is not required to create a new document in order to respond to your application but may do so, if it is more administratively convenient (e.g. create a summary document rather than copy all of the source documents).
- GIPA is not for asking questions, unless the answer to your question is already contained in a record that is currently held by Council.

**Form of Access**

Council will provide you with a copy of the information by email or email link. Please advise if you require access in another format.

Inspect the documents at Council

Access in another way (please specify)

Viewing by appointment is available Monday to Friday between 9.00am and 3.00pm.

**Disclosure Log**

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in Narrabri Shire Council's disclosure log. This is published on Narrabri Shire Council's website.

If you object to this, you will be asked to supply reasons before your application is finalised.

I object

I do not object

Applicant Signature

Date

**Please post the completed form to:  
PO Box 261, Narrabri NSW 2390  
Or email [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)**

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

**Office Use Only**

Date received

File Ref Number