

Informal Access Application

Government Information (Public Access) Act 2009

PRINT FORM

Please complete this form to apply for informal access to government information held by Council under the Government Information (Public Access) Act (GIPA Act).

Advisory Notes

- Complete each section of this application. An incomplete form may result in rejection of your application.
- Please read attached guidelines, including the privacy note.
- There is no fee for applying for access to information through informal access. However, copying fees may apply

For advice please contact Customer Service on (02) 9330 6400 (8.30am-5.00pm Monday to Friday)

Applicant Details

Name:

Postal Address (required):

Phone:

Mobile No:

E-mail address:

I agree to receive correspondence at the above email address.

Information Required

Please describe the information you would like to access in detail to allow us to identify and locate the information. **Note: If you do not give enough details about the information you are seeking Council may be unable to process your application.**

Reason/s for requesting documents/information (this may assist us with locating the information you require):

Address of property under enquiry (if applicable):

Are you the owner of the property under enquiry?

Yes

No

Type of Development Documents Required		
Development Determination/Consent	Council/Town Planners Report	Construction Certificate
Home Owners Warranty Insurance	Occupation Certificate	Acoustics Consultant Report
Heritage Consultant Report	Submissions/Objections	Site inspection results
Copy of reports e.g. traffic & engineer	Development Application/Building Application/ Construction Certificate Plans	Statement of Environmental Effects
If you wish to view floor plans of a residential building, you must either be the owner of the property or provide written consent from the owner. Please note, proof of identity and proof of ownership will be required in either case.		
DA/BA/CC/CD number (if known) and approximate Date:		

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

Access to Information		
I would like to view the Documents in Person*	I would like copies of Document**	I want copies of documents sent by email***
* Please contact Council's Governance Officer to arrange an appointment to view the documents in person.		
** Fees apply to the photocopying of documents. Plans and specialist reports may be subject to copyright and may not be able to be reproduced.		
*** Where possible, electronic documents will be provided via email. Plans and specialist reports may be subject to copyright and may not be able to be reproduced.		
Many Council documents are in paper form or are too large to scan or copy and may be unable to be sent by email.		

Applicant Signature	
Applicant Signature:	Date:
Applicant Name:	

Print form

Printed form can be submitted in person at Hurstville or Kogarah Service Centres emailed to mail@georgesriver.nsw.gov.au or it can be posted via the postal address Georges River Council, PO Box 205, Hurstville NSW 1481

Privacy Notice

Georges River Council is required under the *Privacy and Personal Information Protection Act 1998* to collect, maintain and use your personal information in accordance with the Information Privacy Principles. Your personal information is being collected to process your application. Council may use your personal information for the purposes of processing your application. Council is regarded as the agency that holds the information and will not disclose your personal information without your consent unless authorised or required by law. You may apply to access or amend your information by contacting Council on 9330 6400 or at mail@georgesriver.nsw.gov.au.

Office Use Only
Customer Service Officer:
Proof of Identity sighted (if applicable):
Date to View:
Please have applicant complete at the time of viewing the documents.
Date viewed:
Applicant's Signature
GRC Officer who supervised viewing



INFORMAL ACCESS TO INFORMATION – GUIDELINES

In accordance with the Government Information Public Access (GIPA) Act

Completion of this form will only be required if the information is not available on Council's website

Informal Release

- i. If information is not available from Council's website, you may request access to information from a Council file or documents as 'informal release' under section 8 of the Government Information (Public Access) Act 2009. Informal release does not involve payment of a lodgement fee or processing charges, however copying charges are payable where applicable.

Acceptable Requests

- ii. Informal access applications are suitable for requests for information which are considered "open access" under the GIPA Act, such as requests for information relating to development applications. This form can also be used to request other information held by Council, including personal information. Where personal information is involved, Council may request that you provide proof of identity e.g. driver's licences, passport, rates notice etc.

By providing specific and detailed requests, you can assist us in quickly determining what information is available to assist you.

Informal information applications are not suitable for requests which:

- involve extensive researching, large volumes of information or would require a substantial amount of staff resources to process your request; **or**
- involve access to another person's personal information requiring third party consultations; **or**
- require access to sensitive information requiring careful balancing of public interest in determining disclosure.

If your request involves any of the above, you should consider lodging a formal access application. Formal access applications involve a lodgement fee of \$30 and possible processing charges, but also have a right of review. Formal application forms are available on Council's website and from Council's customer service centre.

Please refer to list attached of documents available under Schedule 1 of the GIPA Regulation 2009 unless there is an overriding public interest against disclosure of the information.

Plans/Drawings

- The viewing of internal plans other than those showing the height and external configurations of a residential property will be provided only to the property owner except during the neighbour notification period.
- The viewing of plans of a commercial property do not require consent except where residential components form part of that property.
- Where copies of plans are requested, these may be subject to copyright. Council does not release copies of plans without the written consent of the copyright owner. View only access to documents may be provided. It is the responsibility of the applicant to obtain consent from the copyright owner however, Council can assist with obtaining their contact details.
- Under Copyright legislation, the applicant is obliged to take due care in using this information for commercial or other purposes.

Timeframe

Council aims to provide a response to you within 20 working days. Additional processing time would apply for matters that require research, clarification and interpretation.

Fees and Charges

Standard photocopy charges apply if copies of documents are required. Refer Council's Schedule of Fees and Charges. Payment charges can be made in person at Georges River Council, Civic Centre, MacMahon Street, Hurstville or by post to the General Manager, PO Box 205, Hurstville BC NSW 1481. Please make any cheques payable to Georges River Council.

Privacy

Personal information you provide on this form is required to process your application and will only be used for that purpose. The information is held by council and access is restricted to council officers and may be viewed by others as required by law. You may apply to access or amend the information after submitting your application. For details contact Council's Customer Service on 9330 6400.



RIGHT TO INFORMATION

The following documents are available under Schedule 1 of the GIPA Regulation 2009 unless there is an overriding public interest against disclosure of the information:

1. Information about a local authority

- 1). Information contained in the current version and the most recent previous version of:
 - the model code prescribed under section 440 (1) of the LGA;
 - the code of conduct adopted under section 440 (3) of the LGA;
 - code of meeting practice,
 - annual report,
 - annual financial reports,
 - auditor's report,
 - delivery plan/operational plan
 - EEO management plan,
 - policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,
 - annual reports of bodies exercising functions delegated by the local authority,
 - any codes referred to in the LGA.
- 2). Information contained in the following records (whenever created) is prescribed as open access information:
 - returns of the interests of councillors, designated persons and delegates,
 - agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public),
 - minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
 - Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA.
- 3). Information contained in the current version of the following records is prescribed as open access information:
 - land register,
 - register of investments,
 - register of delegations,
 - register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008,
 - register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,
 - the register of voting on planning matters kept in accordance with section 375A of the LGA.

2. Plans and policies

- 1). Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
 - local policies adopted by the local authority concerning approvals and orders
 - plans of management for community land,
 - environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act 1979 applying to land within the local authority's area.

3. Information about development applications

- 1). Information contained in the following records (whenever created) is prescribed as open access information:
 - development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:
 - home warranty insurance documents,
 - construction certificates,
 - occupation certificates,
 - structural certification documents,
 - town planner reports,
 - submissions received on development applications,
 - heritage consultant reports,
 - tree inspection consultant reports,
 - acoustics consultant reports,
 - land contamination consultant reports,
 - records of decisions on development applications (including decisions made on appeal),
 - a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2).
- 2). This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
 - the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.
 - A local authority must keep the record referred to in subclause (1) (c).

4. Approvals, orders and other documents

- 1). Information contained in the following records (whenever created) is prescribed as open access information:
 - applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application,
 - applications for approvals under any other Act and any associated documents received in relation to such an application,
 - records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals,
 - orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA,
 - orders given under the authority of any other Act,
 - records of building certificates under the Environmental Planning and Assessment Act 1979,
 - plans of land proposed to be compulsorily acquired by the local authority,
 - compulsory acquisition notices,
 - leases and licences for use of public land classified as community land

