

# INFORMAL REQUEST FOR INFORMATION

Please complete this form to request access to Council's information where it meets the criteria of Open Access information under the *Government Information (Public Access) Act 2009*; *Copyright Act 1968 (Cth)*; *Local Government Act 1993* (Chapter 7, section 83). Council is authorised to release government information informally unless there is an overriding public interest against disclosure of the information. If you need help in filling out this form, please contact Customer Services on (02) 4232 0444 or email [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au).

1. Applicant Details			
Title:		Given Name:	
		Surname:	
Company: (if applicable)		Contact No:	
Address:		Postcode:	
Email Address:			
Are you the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you agree to receive correspondence by email? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Information Requested ( * fees may apply – see details on page two)			
Property Address:		Lot and DP (if known):	
Building/development dates, types and application numbers (if known)*: ie dwelling, garage, alterations, pool, subdivision, etc.			
<b>Type:</b>	<b>Description:</b>		
<input type="checkbox"/> Conditions of Consent	<i>Application granted subject to conditions specified</i>		
<input type="checkbox"/> Occupation Certificate	<i>Issued when development is suitable for occupancy (not issued for older dwellings built prior to 1997)</i>		
<input type="checkbox"/> Construction Certificate	<i>Allows building work to commence (not issued for older dwellings built prior to 1997)</i>		
<input type="checkbox"/> Statement of Environmental Effects	<i>Likely impacts of the proposed development including environment, social and economic. Subject to copyright – see notes on page two.</i>		
<input type="checkbox"/> Plans – Site/Elevations	<i>For residential internal floor plans, consent from the current owner/s of the subject property is required. Subject to copyright – see notes on page two.</i>		
<input type="checkbox"/> Plans – Internal/Floor			
<input type="checkbox"/> Adjoining property/ property owner details	<i>For the purpose of obtaining:</i> <input type="checkbox"/> <i>Property owner details for fencing matters only</i> <b>or</b> <input type="checkbox"/> <i>Non-private landowner details</i> <i>Note: - Please provide property/properties address details in the 'Property Address' field</i> <i>- Requests to obtain private landowner details for other purposes requires a Formal GIPA application</i>		
<input type="checkbox"/> Other	<b>If 'Other', please complete section 4 on page two</b>		
3. Owners Consent			
<p>Owners Consent, including provision of photo ID (driver's licence, proof of age card, passport or other photo ID), is only required when accessing floor plans of a residential building, or obtaining property owner details for fencing matters. Once photo ID is sighted by a Council Officer, copies will be destroyed.</p> <p><input type="checkbox"/> I confirm that I am an owner of the above-mentioned property and hereby give my consent for Council to provide access to floor plans showing the internal layout of the building</p>			
Full Name:		Signature:	

## 4. Other Information

Please describe the information you would like to access in enough detail to allow us to easily identify it.  
(ie. Copy of submissions following the exhibition period on DA [XX.XXXX.XX.X] for [full property address])

**Fees:** A \$30 fee is payable per development, or Construction Certificate, Occupation Certificate or other applications/documents related to, or for the purpose of developments, lodged **prior to July 2010**. Photocopying fees also apply. Further information about Council's adopted Fees and Charges are available on Council's website.

**Timeframe:** There is no time constraint for the completion of an Informal Request for Information, however we will process the application as soon as possible. Please describe the information that you seek in enough detail to allow us to easily identify it. Include a date range and explain why this information is important to you.

**Copyright:** Documents may be subject to copyright. Nothing in the *Government Information (Public Access) Act 2009 (the GIPA Act)* or the *Regulations* requires or permits Council to make open access information available in any way that would constitute an infringement of copyright. To request a copy, written permission is required from the copyright holder (eg. author of the document). If the copyright holder is a business, permission needs to be on their official business letterhead or come from their business email address.

**Further information:** To protect the privacy of individuals, business interests of third parties, or where there is any other overriding public interest against disclosure, Council will apply the public interest test for all applications under Part 2 Division 2 of the *GIPA Act* when making the decision to release, redact or refuse access to information.

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.

## 5. Signature

I have read and understood the information provided on this form:

Signature:

Date:

## 6. Lodgement

**Post:**

Kiama Municipal Council  
PO Box 75  
KIAMA NSW 2533

**Email:**

[council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)

**In person:**

Council's Administration Building  
11 Manning Street, Kiama  
(8:45am to 4:15pm Mon-Fri)

## Office Use Only

Photo ID sighted

Type:

Expiry Date:

Total amount (\$30 per DA/BA or associated application):

Receipt Date:

Code:

Date:

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or on its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

The personal details requested on this form is being collected by Kiama Municipal Council (KMC) to process your request for information and will only be used to identify property owners and to contact you about your request. KMC is the agency that holds the information and access is restricted to relevant KMC Officers. While the supply of information is voluntary, we may not be able to process your application. You have a right to apply for access to or for correction of your personal information. For further information, please see KMC's Privacy Management Plan available on Council's website or contact us on 02 4232 0444 or email [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)