



# Government Information (Public Access) Act 2009 Formal Access Application

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

## Your Details

Name: .....  
Postal Address: .....  
Suburb: ..... Postcode: .....  
Day-time Contact:.....  
Email: .....

## Details of Information Sought

- Formal Access
- Development and Building Information (Page 3)
- Access to Personal Information held by Kyogle Council (Page 4)

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not supply enough detail, this application may be refused.

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## Form of Access

How do you wish to access the information?

- Inspect the document(s)  A copy of the document(s)
- Access in another way (please specify)

.....

## Public Interest Test

Under the GIPA Act, a public interest test may apply in considering the release of information sought in this application. Please state what public interest considerations (if any) should be considered in determining the application.

.....  
.....  
.....

### Application Fee

I attach payment of the \$30 application fee

### Processing Charges

Processing charges are \$30 per hour. We will contact you to advise estimated costs - you may be required to make an advance deposit (50%) of the total estimated processing charges.

Applicants seeking personal information (about themselves) are entitled to 20 hours processing time before additional fees will apply.

Some applicants may be entitled to a 50% reduction in processing charges. If you wish to apply for a discount, please indicate the reason;

- Personal information sought
  - Financial hardship – please attach supporting documentation - Pension or Centrelink card
  - Information sought is of special benefit to the public – please specify why below:
- .....  
.....

### Disclosure Log

Under GIPAA Council is required to keep a disclosure log of formal applications.

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 the disclosure log published on the Council's website.

Do you object to this?       Yes       No

### Release of Information

Should a third party request it, do you consent to the release of your name as the applicant to this request?

Yes       No

### Lodging the Application

This application may be lodged;

In person - Council's Administrative Centre 1 Stratheden Street Kyogle

By mail - PO Box 11 Kyogle NSW 2474

By email – [council@kyogle.nsw.gov.au](mailto:council@kyogle.nsw.gov.au)

## Copyright

*Documents held by Council may be subject to the protection of copyright under the Copyright Act 1968 (Cth). Where a document is protected by copyright, it cannot be copied, reproduced, or published without the consent of the copyright holder.*

*Council is required to comply with the Copyright Act when dealing with requests for access to information. To ensure that access is provided without breaching copyright, Council may determine to impose limitations on the manner in which a person may access copyright material. This may include providing view-only access to documents.*

*Unauthorised copying or reproduction of a document by an access applicant may also constitute a breach of copyright. You should seek your own independent legal advice before doing anything that may amount to a breach of the Copyright Act.*

Applicant's signature: ..... Date: .....

## Development and Building Information

### Open Access

In accordance with the GIPA Act 2009 – Section 18

#### Details of Request

- |  |  |
|--|--|
| <input type="checkbox"/> Development Application                                       | <input type="checkbox"/> Development Application Consent |
| <input type="checkbox"/> Final Occupation Certificate/Final Building Approval          | <input type="checkbox"/> Approved Plans                  |
| <input type="checkbox"/> Vehicle Access Approvals                                      | <input type="checkbox"/> Construction Certificates       |
| <input type="checkbox"/> Approval to Install On-Site Sewerage Management System (OSMS) |  |
| <input type="checkbox"/> Approval to Connect to Council's Water Supply                 |  |
| <input type="checkbox"/> Approval to Connect to Council's Sewerage Supply              |  |

Other: (Please specify document).....  
.....

#### Property Details

Street Address:.....

Lot No: ..... DP or SP No: .....

Description of Development/s: .....

#### Are you the owner of this property?

- Yes       No

#### Property Owners Authority to Inspect Files

If you **are not** the owner of the above property, you are required to obtain the current owners authorisation to access certain documents that are not constituted as Open Access Information.

#### Property Owners Details

Name of Owner: .....

Address: ..... Postcode: .....

I authorise the applicant access to copies of any requested documents

Signature: ..... Date: .....

# Access to Personal Information held by Kyogle Council

## Open Access

In accordance with the GIPA Act 2009 – Section 18

I, ..... hereby request that Council provide me with contact details of property holders (described as)

Lot: .....

Sec: .....

DP .....

Other: .....  
.....  
.....  
.....

For the purpose of:

- Boundary Fencing
- Animal Control
- Notification of intention to undertake works, such as excavation, burning or baiting
- Notification of Pest or Vermin, such as Rats, mice or White Ants

Other: .....  
.....  
.....  
.....

I declare that this information is to be used for no other purpose

Applicant's signature: ..... Date: .....