

Plan Request

Informal Access request

Section 8 Government Information (Public Access) Act 2009

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This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's records management system.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: Public access to Council's documents.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary, a consequence of non provision is that insufficient information will be provided.

Access/Correction: Requests for access / correction of information under the Government Information (Public Access) Act 2009 or Privacy & Personal Information Protection Act 1998, contact the Council's Public Officer.

Storage: This form will be placed on a relevant file and/or will be saved on Council's main records management system (TRIM) when the request has been processed and the enquiry is completed.

Applicant details

Title (Mr/Mrs/Ms)

First Name

Family Name

Company/organisation/agency

Postal Address

Post Code

Phone Number (H)

(W)

(M)

Email

I require information on the following property

Address

Lot Number

DP

Plans required

Floor

Site/Survey

Elevation(s)

Engineering

Please note: In accordance with the Government Information (Public Access) Act 2009, Council is prohibited from providing floor plans to third parties without the current owner's consent. Please attach the current owner's written consent to this form.

Copyright owner's consent is required for requests for copies of (development & building application & construction certificate) plans.

Please note: In accordance with the Copyright Act 1968, Council is not permitted to reproduce any plans without the copyright owners' consent. Upon receiving this request, Council will locate the requested plans and provide you with the copyright owner's details. Should you not wish to seek the copyright owner's consent, you have the following options:

1. Lodge a Formal Access Application under which Council will consult with the copyright owner. Processing charges apply.
2. Inspect the plans at Council's Administration Building. If so, please circle YES below.

Document inspection

I wish to inspect plans at Council's Administration Building

Yes

No

Signature of applicant

Date

Please Note: Copy charges may apply in accordance with Council's adopted fees and charges. Please ask staff for further details.