Property Development Enquiry

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 information and/or documents held by the Council within files or stored electronically on Council's records management system (records prior to 1980 may not be available) relating to development & building applications & construction certificates.

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 Councils 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

Information required

Please note: If copies of documents are required please submit a GIPA Informal Access Request Form.

- ☐ Development approvals
- ☐ Occupation Certificate
- ☐ Other
- ☐ Final Inspection
- ☐ Building Certificate

Expected timeframe

10 business days (for general information on development approvals, final inspections and /or occupation certificates and building certificates)

Applicant's signature

Date