

Informal Access Request form

Section 8, *Government Information (Public Access) Act 2009*

Title (Dr/Mr/Mrs/Ms): _____

Given name: _____ Surname: _____

Postal address: _____

Suburb: _____ Facsimile: _____

Phone: _____ Mobile: _____

Email: _____

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

IS THE INFORMATION ABOUT YOUR PERSONAL INFORMATION? YES / NO (Tick box)

Please indicate if you agree to receive correspondence at the above email address. Please note that even if consent is provided, correspondence will be sent to the nominated email at Council's discretion.

YES NO (Tick box)

I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:

DOCUMENT INSPECTION / DELIVERY DETAILS

I wish to inspect at files at Council's Administration Building: YES / NO (Tick box)

Please forward by Mail / Fax / E-mail (Tick box)

COPYING CHARGES

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

COPYRIGHT OWNER'S CONSENT IS REQUIRED FOR REQUESTS FOR COPIES OF PLANS, IN PARTICULAR (DEVELOPMENT & BUILDING APPLICATION & CONSTRUCTION CERTIFICATE).

Copyright Owner's Name _____

Signature of Applicant _____ Date _____

YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: Public access to Council's documents.

Intended recipients: Council staff and the form may be publicly available under the Government Information (Public Access) Act 2009.

Supply: Voluntary.

Consequence of Non Provision: Failure to complete the form may result in insufficient information being provided.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on (02) 4980 0255 to enquire how you can access information.