

# Government Information (Public Access) Act 2009 (GIPA) Informal Request

Please complete this informal request form to obtain information held by Council under the Government Information (Public Access) Act 2009 (GIPA Act). Please note that Council is authorised to release information to a person in response to an informal request, unless there is an overriding public interest against disclosure of the information (s.8).

If you need help in filling out this form, please contact the Customer Service Centre on 1300 292 442.

**Privacy and Personal Information Protection Notice:** The personal information provided is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be handled in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).

## Contact details

Please supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer.

Surname: \_\_\_\_\_ Title:  Mrs  Miss  Mr  Ms

Other name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Day-time telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

## Details of Informal Application

1. For property related enquiries, please include property address, LOT & DP if known:

\_\_\_\_\_  
\_\_\_\_\_

2. Please provide specific details about the information you are seeking.

Note: To facilitate the supply of the information by Council, it is essential that your request be very specific and clear.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you seeking any plans (site, floor, elevation, structural, architectural etc). If yes, please supply proof of copyright owner consent eg. architect, builder.

Yes  No

Copyright Owners consent attached?

Yes  No

Are you seeking a residential floor plan? If yes please supply proof of home ownership or owners' consent.

Yes  No

Home owner consent/s attached?

Yes

**Copyrights:**

Legal copyright provisions apply to the copying of all documents at WWCC. Due to the Copyright Act 1968, information is intended for general use only. Information and files may be downloaded, stored in cache, displayed and printed. Content must not be modified, copied, reproduced, or republished except with the written authorisation of the document owner. Some of these documents could include certain building plans, publications, consultation's reports and statements of environmental impact.

**Applicant's Declaration:**

I apply for a permission to access the information specified above. I have sought the written consent for release of the documents from the copyright owner which is attached. I understand that the decision to provide me (or not) with access to the information in response to this informal request is not reviewable under GIPAA. I understand that I will be required to pay charges for copies of documents provided to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email to council@wagga.nsw.gov.au  
Post to PO Box 20, Wagga Wagga, NSW 2650  
Hand in at Customer Service 243 Baylis St, Wagga Wagga

**Office use only**

Date received: \_\_\_\_\_ File reference: \_\_\_\_\_

- 2. Satisfied as to Identity of Applicant:  Yes  No Type: \_\_\_\_\_ Date: \_\_\_\_\_
- 3. Identity Document Sighted:  Yes  No Type: \_\_\_\_\_ Date: \_\_\_\_\_
- 4. Owners consent attached (for floor plans):  Yes  No
- 5. Copyright owner for architectural/structural plans attached:  Yes  No