

FORM: INFORMAL ACCESS APPLICATION

Government Information (Public Access) Act 2009

Port Macquarie-Hastings Council
 PO Box 84
 PORT MACQUARIE NSW 2444
 p (02) 6581 8111
 e council@pmhc.nsw.gov.au



pmhc.nsw.gov.au

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - Personal information collected in this application is considered personal or health information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Information provided will only be used for the purpose for which it is collected. The intended recipients of the personal information are Council officers and may extend to any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of this information is voluntary, however if you do not wish to provide all details requested, Council may be unable or limited in dealing with your request. You may make application to access, amend or suppress your personal information which Council will consider in accordance with the PPIPA.

About this form

You may use this form to apply to Council for information under the Government Information (Public Access) Act 2009. Please use APPLICATION FOR COPIES OF DEVELOPMENT DOCUMENTS form (DE161) if seeking development application information.

How to complete this form

- 1 Complete as many fields as possible to allow Council to identify and provide the information requested.
- 2 Once completed please refer to the lodgement details section for further information.

SECTION 1 APPLICANT DETAILS

| | | |
|---|---------|-------------|
| Company Name | | |
| Name | Surname | Other Names |
| Postal Address | | |
| Contact Number | E-mail | |
| I agree to receive correspondence at the above email address. <input type="checkbox"/> Yes <input type="checkbox"/> No (choose one) | | |
| In the interests of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered. | | |

SECTION 2 PROOF OF IDENTITY - Required when an applicant is requesting personal information on their own behalf

Are you seeking personal information? Yes No (choose one)

When seeking access to personal information, an applicant must provide proof of identity in the form of a **certified** copy of any one of the following documents:

- Australian driver's licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

SECTION 3 PROPERTY DETAILS - where application is regarding property other than development documents

| | | | |
|------------|--------------|--------------------|-----------------|
| Lot No. | Section No. | Deposited Plan No. | Strata Plan No. |
| Street No. | Street Name: | | |
| Suburb: | | | Postcode: |

SECTION 3 GOVERNMENT INFORMATION REQUESTED

Detail the information you seek access to in sufficient detail to allow us to identify it. If you do not provide sufficient detail about the information, we may be unable to process your application (attach further details if insufficient space).

SECTION 4 FORM OF ACCESS

- | | | |
|---|--|--|
| <input type="checkbox"/> Electronic copy via email | <input type="checkbox"/> Paper copy via mail | <input type="checkbox"/> Inspect the documents |
| <input type="checkbox"/> Access in another way (please specify) | | |

SECTION 6 FEES AND COPYING CHARGES

There is no application fee payable.

Reasonable processing and copying fees in accordance with the fees and charges identified in Council's current adopted Schedule of Fees and Charges may be charged.

SECTION 7 APPLICANT DECLARATION

I agree to pay all applicable fees in accordance with Council's current adopted Schedule of Fees and Charges. I declare that all information provided by me in this form is true and correct. I understand that I must seek the Copyright owner's consent in order to use any part of a copyright document for any other purpose.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

SECTION 8 OFFICE USE ONLY

| | | |
|----------------|------------|-----------------|
| Date Received: | Fees Paid: | Receipt Number: |
|----------------|------------|-----------------|

LODGEMENT DETAILS

You can lodge the completed application by:

- | | |
|------------------|---|
| Post | The Public Officer, Port Macquarie-Hastings Council, PO Box 84, Port Macquarie NSW 2444 |
| In Person | Customer Service Offices - Burrawan St Port Macquarie, Laurie St Laurieton , High St Wauchope |
| Email | council@pmhc.nsw.gov.au |
| What now? | Once your application is received, Council will acknowledge your application within 10 workings days, with a determination provided within 20 working days in most instances. |

FURTHER INFORMATION

General information about the *GIPA Act* is available by calling the Office of the Information and Privacy Commissioner on freecall 1800 472 679 or at its website: www.ipc.nsw.gov.au.