

Informal Access to Information Request



About this form

You may use this form to apply to Council for information under Schedule 1 of the Government Information (Public Access) Regulation 2009.

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by facsimile, mail, email or in person. Please refer to the lodgement details section for further information.

Part 1: Applicant Details

Title*	Given Name/s*	Family Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address*		
<input type="text"/>		
Contact Number	Email Address	
<input type="text"/>	<input type="text"/>	

Part 2: Property Details

Property Address*	
<input type="text"/>	
Building Name (if known)	Lot Number (DP / SP)
<input type="text"/>	<input type="text"/>
Application number (if known)	
<input type="text"/>	

Part 3: Details of Information Requested

1. **You will require owner's or architect's consent for Council to provide copies of Development Application Plans, Construction Certificate Plans and Building Certificates.**

2. **Please indicate which documents you would like to access from the list below:**

Development Application Consent	<input type="checkbox"/>	Development Application Plans	<input type="checkbox"/>	Building Application / Construction Certificate Plans	<input type="checkbox"/>
Planners Report	<input type="checkbox"/>	Occupation Certificate	<input type="checkbox"/>	Building Application Consent / Construction Certificate	<input type="checkbox"/>
Application Form	<input type="checkbox"/>	Building Certificate	<input type="checkbox"/>		
Other requested information (please specify below) <input type="checkbox"/>					

Part 4: Owner(s) Consent

As the owner(s) of the above property, I/We give consent to the application.

Owner's Name (please print)	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 5: Fees and Charges

There is no application fee for an Informal Access to Information Request under Schedule 1, Government Information (Public Access) Regulation 2009. However, fees may be payable per page for copying documents, depending on the size of page.

Part 6: Privacy & Personal Information Protection Notice

Purpose of Collection:	Public access to Council's information
Intended recipients:	Council staff and public access under Schedule 1 Government Information (Public Access) Regulation 2009.
Supply:	Voluntary. A consequence of non provision is that insufficient information will be provided.
Access/Correction:	Contact the Lachlan Shire Council Customer Service Team to access or correct this information.

Part 7: Lodgement Details

You can lodge the completed application by:

FAX: (02) 6895 1900

MAIL: Lachlan Shire Council, PO Box 216, CONDOBOLIN NSW 2877

EMAIL: council@lachlan.nsw.gov.au

IN PERSON: **Condobolin:** 58 - 64 Molong Street,

Monday - Friday 8:30am-4:30pm

Lake Cargelligo: 35a Forster Street,

Monday, Wednesday, Friday 9:00am-12:30pm
1:30 - 4:30pm

WHAT NOW: For further information regarding your application please contact us by:

TELEPHONE: (02) 6895 1900

or visit our **WEBSITE:** www.lachlan.nsw.gov.au

Office Use Only

Request received by:

Date received:

Customer Service Centre Location: