

OPEN ACCESS INFORMATION REQUEST

Under section 5 of the Government Information (Public Access) Regulation 2018

This form is to be used for providing free of charge open access information by making the information available for inspection or by providing a copy of a record containing the information. If you need help filling out this form, please contact Council's Customer Service on 9777 1000 or visit www.willoughby.nsw.gov.au

APPLICANT DETAILS

Surname: _____ Other Names: _____

Address: _____

_____ Postcode: _____

Phone: (H) _____ (W) _____ (M) _____

Fax: _____ Email: _____

INFORMATION REQUESTED

PROPERTY FILES

Property Address: _____

Lot No: _____ DP or SP No: _____

Application Number (if applicable) BA: _____

DA: _____

Other: _____

For what reason do you require these files: _____

OTHER INFORMATION: _____

Are you seeking personal information? Yes No

FEES & CHARGES

Council maintains the last ten years of files on its premises. File predating ten years are kept off site and will incur a file retrieval fee of \$12.25 per file upon lodgement.

In addition to retrieval fees, a fee for photocopying will be applicable.

Prior to photocopying, Council may request that you provide the appropriate consent from the relevant parties where copyright and privacy is in question.

UNDERTAKING BY THE APPLICANT

I will strictly observe any direction given to me by Council staff in relation to accessing Council information. I will not write on or otherwise deface, damage or remove any records. I understand that copies are provided for information purposes only under the Government Information Public Access Act 2009. I will not use the information in any way which might infringe in copyright of any third person.

Files will be held for a maximum 6 weeks unless advised by applicant.

Applicant's signature: _____ Date: _____

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 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 Council's main records management database when the request has been processed and the enquiry is completed.

OFFICE USE ONLY

CSR Number: _____ Fee: _____

Receipt Number: _____ Date: _____

- The file is complete and ready for viewing
- Documents have been removed prior to viewing under the provisions of the Section 18 Government Information (Public Access) Act 2009 & Schedule 5 - Government Information (Public Access) Regulation 2009
- Documents to be published:

Doc No _____ , _____ , _____ , _____
_____ , _____ , _____ , _____

Determined by Council Officer: _____ Applicant notified on: _____