



Dungog Shire Council

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Government Information (Public Access) Act 2009 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 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 Department on 02 4995 7777.

Privacy & 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:** Mr /Mrs/Ms/Miss
Given names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**.....
Email:
Preferred method of contact:

Details of Informal Application

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

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.....
.....

Are you seeking a residential floor plan? Yes No (If yes, please supply proof of ownership or owners consent)

Owners consent attached? Yes

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Applicant's Declaration: I apply for permission to access the information specified above. 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:**

Office use only

Date received: File reference:

Satisfied as to identity of Applicant No Yes Date:

Identity Document Sighted No Yes Type:

Owners consent attached (for floor plans) No Yes