

Please complete this form to apply for access to information not available on Council's website. If you need help in filling out this form, please contact the Public Information Officer on (02) 4221 6111 or visit our website at www.shellharbour.nsw.gov.au

Applicant Details

Company (if relevant)

Title (Mr/Mrs/Ms) Family Name First Name/s.....

Postal address..... Postcode

Contact Number Email

Details of Property

Application Number/s (ie DA/BA/CC) and/or Date Range.....

Unit/House Number Lot No DP

Street Name Suburb

Details of Request

Development Application Information

You can search for documents related to development applications by clicking on [Application Search](#) in the Do It Online section of Councils website. For information not available on Councils website please describe below.

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Other Information

(Please describe the information you would like to access in enough detail to allow us to identify it.)

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Plans & Copyright - Plans and other copyright documents will only be made available for viewing at Council's administration building. If you require copies (hard copy or email) you will need to gain written permission from the copyright owner/architect. Their contact details will be provided to you upon request.

Owners Consent for Residential Floor plans

As the owner(s) of the above property, I/we give consent to release the internal floor plans.

Owner's Name/s

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Owner's Signature/s

.....

Date

Copyright Holder/Architect's Consent

As the author/architect of the requested information, I give consent for Council to provide copies to the applicant.

Document Title:.....

Architect/Author's Name

Company

Signature

Date

Signature

Note: Please see the section on Fees & Charges overleaf that may apply to your request.

Applicant's signature Date

Please submit completed application to:
 Post: The General Manager
 Shellharbour City Council
 Locked Bag 155
 SHELLHARBOUR CITY CENTRE 2529

In Person: Council's Administration Building
 Shellharbour Civic Centre,
 76 Cygnet Avenue
 Shellharbour City Centre
 Email: council@shellharbour.nsw.gov.au

IMPORTANT INFORMATION

Please Note: In accordance with S.8 of the GIPA Act Council cannot be required to disclose information pursuant to an informal request and cannot be required to consider an informal request. Council can impose reasonable conditions with respect to the release of information and can decide by what means the information is to be released. Public access to a record may be facilitated by deleting any information if the inclusion of that information would otherwise result in there being an overriding public interest against disclosure of the record.

Archived Files: In processing a request for information it is sometimes necessary to retrieve files from Council's offsite storage facility. If these files are not accessed by the applicant within two weeks or if a prior arrangement has not been made to hold these files, then they will be returned to archives. If the files are required after this time a new application will need to be submitted.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose: The information on this form is being collected by Shellharbour City Council and supports your request for access to information. Your personal information will be used by Council staff for the purpose of determining your request. The provision of this information is voluntary; however without it Council may not be able to process your request. You may apply to Council for access to this information.

Requests for Correction: Requests for correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, please contact the Council's Public Information Officer.

Storage: This completed form will captured and stored in Council's records management system.

Customer Service Use Only

Documents Provided

Name Date

ID sighted

Completed? Y / N

Photocopying/CD Fees	No of pages	Cost	
A4 B&W \$2 1 st page, \$1 each additional page			(code 52)
A4 Colour \$2 1 st page, \$2 each additional page			(code 52)
A3 B&W \$3 1 st page, \$2 each additional page			(code 52)
A3 Colour \$3 1 st page, \$3 each additional page			(code 52)
A1 Plans \$12.00 per sheet			(code 58)
Plans per square metre \$20.00			(code 58)
Documents on USB/DVD - \$20 each			(code 007)
	TOTAL:	\$	

Paid by Cheque EFT Cash Receipt No. Date

General information about the GIPA Act is available by contacting the Information & Privacy Commission
 freecall 1800 INFOCOM (1800 463 626) or web site at <http://www.ipc.nsw.gov.au>