

# Records Search of Development Applications Access request



**Important information about this form:** Please read carefully before completing your application

**This application form is to be completed for requests to search Council development application records.**

The Government Information (Public Access) Act provides various forms of access such as - mandatory, informal release and formal access. Your application will be assessed to determine the type of access applicable. Where the information requested falls within a formal access request fees will apply. If this is the case, we will advise and send you a fee quote.

### Fees and charges:

1. Informal Requests
  - There is no application fee for informal requests. Fees may apply for Council publications or for photocopying.
  
2. Formal Requests
  - There is a \$30 application fee for formal applications under the Government Information (Public Access) Act 2009 NSW ('GIPA Act').
  - A processing charge of \$30 per hour for formal applications under the GIPA Act will also apply if the information requested does not relate to the applicant's personal affairs or if a request for personal information takes more than 20 hours to process. A 50% reduction in fees may be granted for applicants claiming financial hardship or special public benefit reasons when requesting the information. Estimates will be provided prior to commencing the information search.

## PART 1 – APPLICANT DETAILS

Name/Company Name

Address:

Town/City:

State:

Postcode:

Phone/Mobile:

Email:

I agree to receive correspondence at the above email address.

Signature

Date

Please indicate if you are:

Owner

Purchaser of property

Solicitor/Agent

Other

## PART 2 – PROPERTY DETAILS

Lot No/s

Section No

DP No

Street No

Street Name

Town/City:

State:

Postcode:

## PART 3 – DEVELOPMENT APPLICATION/FILE

Please specify the development application, if known

## PART 4 – PURPOSE FOR THE INFORMATION

By providing a reason or purpose for the information, it helps clarify what documents are required and can improve response times in processing the application.

## PART 5 – RECORDS REQUIRED

**Plans:** Please specify plans required such as site plan, elevations, etc. NOTE: Building plans showing the internal configuration can only be obtained with the written permission of the owner.

## Development related documents

Provide details of the types of documents required

## Other documents

Please specify types of documents required.

### PART 6 – DISCLOSURE LOG ( FORMAL GIPA ONLY )

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This information will then be published on our website.

Do you object to this?                      Yes                      No

### PART 7 – HOW TO LODGE THIS APPLICATION

**Post:** Lithgow City Council, PO Box 19, Lithgow NSW 2790

**In person:** Council Administration Building, 180 Mort St Lithgow NSW 2790

**Email:** council@lithgow.nsw.gov.au

### OFFICE USE ONLY

Date application received:

Receipt No:

#### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE.

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.