**INFORMAL REQUEST TO VIEW PROPERTY FILE**

Application for permission to view information on Cowra Shire Council’s Property File where it meets the criteria of open access information under the *Government Information (Public Access) Act 2009; Copyright Act 1968*; *Local Government Act 1993 No 30, Chapter 7, S.83*

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| **Applicants Details (Note: All owner/s consent is required)** | | | | | | | |
| Surname: | | | | | | Title: Mr/Mrs/Ms | |
| Given Name/s or Organisation: | | | | | | | |
| Postal Address: | | | | | | | |
| Town: | | Post Code: | | | | | Mobile: |
| Daytime Phone No. | | Email: | | | | | |
| Applicants Signature: | | | | | | | Date: |
| **Description of information seeking access to and WHY you are seeking access:** | | | | | | | |
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| How would you like to receive the information: (note: copyright law & copying, file retrieval & scanning fees may apply)  🞎 Email 🞎 Inspect (please arrange a time with an Environmental Services Officer) | | | | | | | |
| **Property Details** | | | | | | | |
| Street Address: | | | | | | | |
| Building/Property Name: | | | | | | | |
| Lot No. | Section: | | Deposited Plan / Strata Plan No. (DP / SP): | | | | |
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| **Owner/s Details (Note: if more than one owner list all names – companies must be signed under a company seal)** | | | | | | | |
| Surname/s or Business Name/s | | | | Given Name/s | | | |
|  | | | |  | | | |
|  | | | |  | | | |
| Postal Address: | | | | | | | |
| Town: | | | | Post Code: | | | |
| **Owner/s Consent (Required for all development information prior to July 2010)** | | | | | | | |
| I/We | | | | | | | |
|  | | | | | | | |
| Consent to open access information being made available to: | | | | | | | |
|  | | | | | | | |
| Company Seal | Owner/s Signature/s | | | | If Business, Office Held (all signatories required) | | |
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| **Fees and**  **Charges** | | File retrieval, copying and scanning fees may apply in accordance with Council’s adopted fees and charges. | | | | |
| **Privacy & Personal Information Protection Notice** | | **Purpose of collection**: Public access to Council's documents under Schedule 1 *Government Information (Public Access) Act 2009*.  **Supply**: Is voluntary, some information may not be provided due to access laws. If you require access to information that is not open access a formal application for information may be made to Council’s Public Officer.  **Access/Correction**: Requests for access / correction of information under Schedule 1 *Government Information (Public Access) Act 2009* or *Privacy & Personal Information Protection Act 1998*.  **Storage**: This form will be placed on a relevant file and will be saved on Councils main records management system. | | | | |
| **Lodgement**  **Details** | | You can lodge the completed application by:  **In Person:** 116 Kendal Street, Cowra  **Mail**: Private Bag 342, Cowra NSW 2794  **Email**: [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  For further information regarding your application please telephone (02) 6340-2040 | | | | |
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| **Open Access**  **Details** | | The following documents are considered open access under *Government Information*  *(Public Access) Regulation 2018,* Schedule 1 (3)(1)(a)(b)   * Development consents (excluding internal plans of a residential building) * Construction Certificates * Complying Development Certificate * Occupation Certificates * Home warranty insurance documents * Structural certification documents * Town planner reports * Submissions received on development applications * Heritage consultant reports * Tree inspection consultant reports * Acoustics consultant reports * Land contamination consultant reports | | | | |
| **Internal Floor**  **Plans** | | Internal floor plans of residential buildings submitted as part of an application are **not** considered to be open access information and you may not be able to view them or make a copy of them (unless you are the current owner – note Copyright still applies) [Schedule 1 (3)(2)(a) *Government Information (Public Access) Regulation 2018*]. | | | | |
| **Copyright** | | Due to the provision of the *Copyright Act 1968*, you will only be able to view hard copies at a Council Office or receive electronic copies, for certain information to which copyright applies. These may include plans, specifications, reports, etc. To enable you to obtain a hard copy of this information, you will need to provide proof of the Copyright Owners consent. | | | | |
| **Application Assessment** | | Information required should be clearly identified in this application. If the information you seek is not specified and/or it does not fall within Open Access, Council may not be able to process your application.  Council will apply the public interest test for all applications under Part 2 Division 2 of the Government Information (Public Access) Act 2009 when making the decision to release or refuse access to information.  Allow **10 working days** for this application to be completed. | | | | |
| **Further**  **Information** | | Further information can be obtained from the NSW Information & Privacy Commission.  W ebsite – [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)  Email – [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  Mail – GPO Box 7011, Sydney NSW 2001  Phone – 1800 472 679 | | | | |
|  | | Or, on Councils website [www.cowracouncil.com.au](http://www.cowracouncil.com.au) at ‘Access Council Information’,  Or, information regarding development consents is available on Council’s website via the **Development Application Tracker** tool. This tool provides limited details of applications lodged with Cowra Council in the past 20 years and does not include copies of any documentation or plans. | | | | |
| **OFFICE USE ONLY** | | | | | | |
| Date Received |  | |  |  |  |  |
| Fees Paid |  | | Date Paid |  | Receipt No |  |