



Governance and Risk
(02) 4645 4330

Informal Release Application as per *Government Information (Public Access) Act 2009 (NSW)*

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998 (NSW)*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, Cnr Queen and Broughton Streets, Campbelltown.

Information

Please complete this form to make an informal request to access Council records under s8 of the *Government Information (Public Access) Act 2009* (the GIPA Act).

An informal request can be used to access records that are considered open access information and are reasonably accessible.

For further assistance, please contact Council's Governance Officer – Access to Information on (02) 4645 4330 or email at acesstoinfo@campbelltown.nsw.gov.au or visit our website at www.campbelltown.nsw.gov.au.

1. Your details

Company Name (if applicable): _____

Surname: _____ Other names: _____

Postal address: _____

Contact number: _____ Facsimile: _____

Email: _____

Are you seeking your own personal information? Yes / No (circle one)

If yes, the applicant must provide proof of identity in the form of certified copy. Only required when applicant is requesting information on their own behalf.

Proof of Identity: _____

2. Type of information being requested (Please tick 1 or 2)

1. Information relating to a property

Street address: _____

Lot No: _____ DP or SP No: _____ Application No: _____

Description of Building: _____

Approximate age of Building: _____

Are you (or do you represent) the current owner of the above property? Yes / No (circle one)

If Yes, when was the property purchased? _____

If No, written consent may be required from the property owner for release of information.

Please specify the documents you are seeking access to: (please tick)

- | | |
|---|--|
| <input type="checkbox"/> Development Applications | <input type="checkbox"/> Home Warranty Insurance Documents |
| <input type="checkbox"/> Building Applications | <input type="checkbox"/> Plans (site, elevation, shadow, landscape, section) |
| <input type="checkbox"/> Construction Certificates | <input type="checkbox"/> Tree Inspection Consultation Reports |
| <input type="checkbox"/> Occupation Certificates | <input type="checkbox"/> Submissions received on development applications |
| <input type="checkbox"/> Town Planner Report | <input type="checkbox"/> Land Contamination Consultant Reports |
| <input type="checkbox"/> Statement of Environmental Effects | <input type="checkbox"/> Records of decisions on DA's (including appeals) |
| <input type="checkbox"/> Acoustics Consultation Reports | <input type="checkbox"/> Applications for proposed developments |
| <input type="checkbox"/> Structural Certification Documents | <input type="checkbox"/> Heritage Consultant Reports |
| <input type="checkbox"/> Other (please specify) | |

Please note:

1. Documents can be subject to Section 36 of the *Copyright Act 1968* (Cth) which protects copyright in relation to plans, technical reports and documents and as such Council is unable to reproduce these documents without the express written permission of the copyright owner. Where possible Council will try to supply details of the Copyright Owner so that you can obtain the necessary permission.
2. Plans and specifications for any residential parts of a proposed building cannot be provided to third parties.
3. Depending on the age of the property, there may be a lack of documentation, and the documents that are available may be of poor quality.

2. Other Information

If you are not seeking property related information, please describe the information you would like to access in enough detail to allow Council to identify it.

(Please Note: Depending on the scope and substance of the information being sought you may be asked to lodge a formal access application in as per s41 of the GIPA Act.)

3. Form of Access

How do you wish to access the information? (Please tick)

- Electronic Copy by Email – Documents will be supplied via email.
- Inspect the document(s) – Documents will be made available for inspection at Council.
- A copy of the document(s) – Photocopying charges will apply. See fees' & charges on Councils' website.

6. Signature

Applicants Signature: _____ Date: _____

Council will process the application within 20 working days after receipt of a completed application.

This form can be lodged with Campbelltown City Council either:

In person: Civic Centre, Cnr Queen & Broughton St, Campbelltown
By Post: PO Box 57, Campbelltown NSW 2560
By Fax: (02) 4645 4387
Email: council@campbelltown.nsw.gov.au

This form can be completed online just visit [Councils website](#) and see our [Access to Information page](#), use the links provided to submit an online application.

Office Use Only:

Date application received: _____ Reference No.: _____

Received by (Officer): _____