

Address this application to:		Contact us:	
The Chief Executive Officer, Edward River Council			
Mail PO Box 270 Deniliquin NSW 2710	Personal Delivery 180 Cressy Street Deniliquin NSW 2710	Phone Fax Email	03 5898 3000 03 5898 3029 council@edwardriver.nsw.gov.au

1. Applicant Details			
Applicant Name / Company Name			
Postal Address			
Phone		Email	

2. Details of Information Requested. What information are you seeking and why do you need this information? (Please refer to guidelines on acceptable requests)	
<input type="checkbox"/> Development/Determination consent <input type="checkbox"/> Construction Certificate <input type="checkbox"/> Site inspection results <input type="checkbox"/> Statement of Environmental Effects <input type="checkbox"/> Homeowners Warranty Insurance <input type="checkbox"/> Construction Certificate Plans	<input type="checkbox"/> Occupation Certificate <input type="checkbox"/> Building Application <input type="checkbox"/> Development Application <input type="checkbox"/> Records on decision of DAs <input type="checkbox"/> Other:
Internal Floor Plans	Internal floor plans submitted as part of an application are not considered to be open access information and you will not be able to view them or make a copy of them [Schedule 1, clause (3)(2)(a) of Government Information (Public Access) Regulation 2018].
Copyright	Due to the provisions of the Copyright Act, you will only be able to view certain information to which copyright applies. These may include plans, specifications etc. To enable you to obtain a copy of this information, you will need to provide proof of the Copyright Owners consent prior to any copy being provided.
Fees and Charges	There is no application fee for an Informal Access Request under Schedule 1, Government Information (Public Access) Act 2009. However, fees may be payable for copying of documents, depending on the request in accordance with Council's adopted fees and charges. Documents may be viewed free of charge.

3. Are you the owner of this property or does this request relate to your own personal information?

(You may be requested to provide proof of identity or proof of ownership)

- No
 Yes

4. Owners Consent

If you are the owner of the property, please complete the section below. If you are not the owner, please obtain owner's consent by having them enter their details below.

Owners Name			
Owners Signature			
Date		Phone	

5. Documents

** Fees apply to the photocopying of documents. Plans and specialist reports may be subject to copyright and may not be able to be reproduced. Many Council documents are in paper form and may be unable to be sent by email or fax.*

Would you like to view or would you like copies?	
I would like to view document/s	I would like copies* of document/s
.....I want copies of document/s sent by email**	I want copies of document/s sent by fax**
Applicants Signature	
Date	

Informal Access Information Request Guidelines

Prior to lodging a request application, you should first visit our website at www.edwardriver.nsw.gov.au. Many Council documents are available to view or print from our website.

If information is not available from the website, you may request access to information from Council files or documents as 'informal release' under section 8 of the *Government Information (Public Access) Act 2009*. Informal release does not involve payment of lodgement or processing charges, however copying charges are payable (if applicable).

Acceptable requests

Informal information applications are suitable for requests for information which are non-complex and can be processed quickly. Though many applications involve requests for property information, this form can also be used to request other information held by Council including your personal information. Where personal information is involved, Council may request you to provide proof of identity e.g. driver's licence, passport, rates notice etc. By providing specific and detailed requests, you can assist us in quickly determining what information is available to assist you.

Informal information applications are not suitable for requests which:

- involve extensive searching, large volumes of information or would require a substantial amount of staff resources to process your request; or
- involve access to another person's personal information requiring third party consultations;
- require access to sensitive information requiring careful balancing of public interests in determining disclosure.

If your request involves any of the above, you could consider lodging a formal access application.

Formal access applications involve a lodgement fee and processing charges but also has a right of review. Formal Application Forms are available on Council's website and from Council's Customer Service Centre

Processing your request

Upon receiving your request, Council will determine how the request will be processed and what information is available. This may involve Council contacting you to clarify what information is sought and the form in which it may be made available.

Applications will be assessed in accordance with the *Government Information (Public Access) Act 2009* and any other relevant legislation. Applicants will be notified within **fifteen (15) working** days of the receipt of the application as to what information is available for release.

Many Council records are held in storage off-site and may take a few days to be delivered to Council, which may change the anticipated processing time.

Access to information such as internal residential diagrams have restricted access provisions.

The photocopying of documents is subject to the *Copyright Act 1968*. There may be documents which are not able to be reproduced. Where documents are requested and able to be reproduced the applicant will be required to meet all costs associated with photocopying, as set out in council's annual fees and charges schedule.

Information will be available for inspection at Council's Customer Service Centre, 180 Cressy St, Deniliquin for seven days from the date of notification.

The centre is open Monday to Friday, from 9.00am to 5.00 pm.

Privacy Notification

Personal information requested on this form is required to provide access to Council's records. The supply of information is voluntary but if you cannot provide the information requested, Council may not be able to process your application. The intended recipients of your information are council officers, but information may be available to the general public under the *Government Information (Public Access) Act 2009*. Council is to be regarded as the agency that holds the information. Requests for access or amendment to records under the *Government Information (Public Access) Act* or *Privacy & Personal Information Protection Act 1998*, contact the Council's Public Officer.

This form will be placed in Council's records management system.

OFFICE USE ONLY	Date	<input type="checkbox"/> Copy to Email or faxed
	Receipt No	<input type="checkbox"/> Copy printed and posted
	Fee \$	<input type="checkbox"/> Copy available to view at Customer Service