



# Informal Access Request Form

Section 8 Government Information (Public Access) Act 2009

This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's records Management System.

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 02 6828 1399 or visit our website at [www.walgett.nsw.gov.au](http://www.walgett.nsw.gov.au).

## 1. Your details

Surname: .....

Other names: .....

Postal address: ..... Postcode: .....

Day-time telephone: ..... Facsimile: .....

Email: .....

I agree to receive correspondence at the above email address.

## 2. I require access to the following information:

Is the information about your personal affairs?

Yes

No

Approximate year dwelling built (if known) .....

Before lodging this form, please discuss the documents you require with a Customer Service Officer. You may need to complete a different application form eg: Drainage Diagram Application.

Documents required -: Site Plans, Home Owners Warranty, Engineer Report/Structural Drawings

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**3. Identification of Property (if applicable)**

Property Address (Number/Street/Locality)

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Lot No.: .....

Deposited Plan No.: .....

Section: .....

**4. Owner's Consent (to be completed if not the applicant)**

Access to property information will require the Owner/s consent. Copyright laws are applicable. Architect's consent may also be required.

Owner/s Name: .....

Contact Phone Number: .....

I/We consent to the lodgement of the Application:

Signature:

.....

N.B. for strata or company title properties, a signed letter of authorisation from the Body Corporate or Managing Company is required.

Applicant's signature: .....

Date: .....

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Please post this form or lodge it at: 77 Fox Street, WALGETT NSW 2832

*General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au).*

**Office use only**

Date application received: .....

File reference: .....