**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 |
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| 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 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
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| **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.auMail – GPO Box 7011, Sydney NSW 2001Phone – 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 |  |