

INFORMAL GIPA REQUEST – PLANS ONLY

Government Information (Public Access) Act 2009

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. 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.

By completing, signing and submitting this form you acknowledge and agree to the following:

- You are making an informal request for access to information, under section 8 of the *Government Information (Public Access) Act 2009* (GIPA Act).

Processing and Timeframes:

- Requests are placed in a queue and processed in order of receipt. Due to the volume of requests received by Council we do not accept requests for priority processing.
- You need to allow a **minimum of 20 working days (4 weeks)** for your request to be processed. Kindly note, should there be a high-level demand for our services and/or the information being sought is not easily accessible, a request can take up to **30 working days (6 weeks)** to be processed.
- The accessibility of records and the level of demand on our services impacts the time it takes for us to provide a response. As such, this process cannot be sped up, even if you contact Council.

Responding to informal requests for plans:

- In response to your informal GIPA request Council may determine to grant access to information; grant access to information on a view only basis; deny access to information or decide that the request cannot be processed informally. We will provide explanations for our responses.
- Documents such as plans, structural drawings, and blue prints may be subject to Copyright. Should copyright apply to a record you are seeking access to, Council may be unable to provide you with a copy of the record without the express written permission of the copyright owner. In this situation you will be granted view only access and Council will provide you with the copyright owner information should you wish to contact them to seek consent to obtain a copy of the record.
- If a copy of the plans can be released, Council will provide a digital copy of the plans. Printed hardcopies will not be provided by Council.
- Depending on the age of the property, there could be a lack of documentation and what information is held by Council may be of poor quality.

1. Your Details

First Name:	
Last Name:	
Organisation: <i>(If applicable)</i>	
Postal Address:	
Telephone/Mobile:	
Email:	

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2. Please provide the property details below

Street number:

Street name:

Suburb:

Lot number (if known):

DP number (if known):

Please let us know:

Do you own this property? Yes / No (please circle one)

Please note, if you are not the current owner of this property (that is the person or entity who holds title over the property) you will not be provided with the floor plans. If you wish to access floor plans, you will need to seek the current property owner's written consent.

3. Proof of identity (Only required when seeking access to residential floor plans*)

When submitting this form by email or post, you must provide proof of identity in the form of a **certified copy** of any one of the following documents:

- Australian driver's licence Current Australian passport
 Other proof of signature and current address details

**Proof of identity is required where a property owner is seeking access to residential floor plans. If you are a third party acting on behalf of a property owner, you will need to provide a written authority from the property owner as well as their proof of identity.*

Please note Council will not disclose floor plans relating to residential parts of a building to anyone other than the property owner. Additionally, Council will not disclose personal information it may hold about a person to another person or organisation without written consent.

9. Authorisation and signature

I have read and agree to the terms at the beginning of this form. To the best of my knowledge, the information I have provided on this form is accurate and correct.

Your signature:

Date:

10. Lodge your request with Campbelltown City Council, either by:

Email: accesstoinfo@campbelltown.nsw.gov.au

Post: Campbelltown City Council, PO Box 57, Campbelltown

In person: Campbelltown Civic Centre, 91 Queen St, Campbelltown

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