

MID-WESTERN REGIONAL COUNCIL
PO Box 156, MUDGEE NSW 2850
Street, Gulgong | 77 Louee Street, Rylstone
T 1300 765 002 or 02 6378 2850 | F 02 6378 2815
E council@midwestern.nsw.gov.au

INFORMATION ACCESS REQUEST FORM

PW-354

How to complete this form

1. This form is used to request access to information in files (either paper or electronic) held by Mid-Western Regional Council.
2. Please read the attached guidelines prior to lodging this form.
3. Make sure that all fields are filled out correctly and all necessary documentation is attached. Detailed information requests assist Council in identifying or locating the information you are seeking.
4. Once completed, submit this form to Council.
5. You will be notified by Council within 15 working days if the information you have requested is available for release.

There is no fee for applying for access to information through this form. Please note however that charges may apply for copying of documents. Fees are set out in Council's Fees and Charges Schedule.

APPLICANT DETAILS

Title Mr Given Name/s Stuart Surname Faulkner

Postal Address [Redacted] State [Redacted] Post Code [Redacted]

Home Number [Redacted] Mobile Number [Redacted] Business Number [Redacted]

Email Address [Redacted]

I agree to receive correspondence at the above address

DETAILS OF INFORMATION REQUESTED

Please describe the information you would like to access (in detail) to allow us to locate all available records. Note: If you do not give enough details about the information you are seeking Council may be unable to process your application.

COPY OF DEVELOPMENT CONSENT DA 0296/2019

Reason/s for requesting documents/information (this may assist us with locating the information you require):
Looking @ leasing the shop premise

Address of property under enquiry, include Lot & DP (if applicable) Property Number: 354
3/160 Church St Mudgee

Are you the owner of the property under enquiry? Yes No



IF YOU REQUIRE DEVELOPMENT RELATED DOCUMENTS PLEASE MARK BELOW

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Development Consent | <input type="checkbox"/> Council/ Planners Report | <input type="checkbox"/> Construction Consent |
| <input type="checkbox"/> Home Owner Warranty Insurance | <input type="checkbox"/> Occupation Certificate | <input type="checkbox"/> Acoustics Consultant Report |
| <input type="checkbox"/> Heritage Consultant Report | <input type="checkbox"/> Submissions/Objections | <input type="checkbox"/> Inspection report |
| <input type="checkbox"/> Copy of reports e.g. traffic engineer | <input type="checkbox"/> Development Application/Building Application/Construction Certificate Plans | <input type="checkbox"/> Statement of Environmental Effects |

NOTE: If you require a letter stating proof of approvals and inspections issued on a property please apply for a Building Search using Council's 'Certificate Application' form.

If you wish to view floor plans of a residential building, you must either be the owner of the property or provide written consent from the owner. Please note, proof of identity and proof of ownership will be required in either case.

DA/BA/CC/CDC number (if known) and approximate date: DA296/2019

ACCESS TO INFORMATION

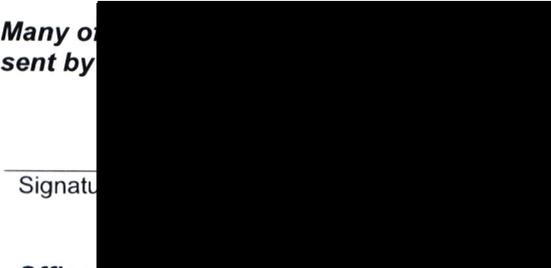
Would you like to view or would you like a copy? (Copyright considerations will apply)

- I would like to view document/s in person
- I would like a copy of document/s*
- I would like a copy of document/s sent by email**

** Fees apply to the photocopying of documents. Plans and specialist reports will be subject to copyright and will not be able to be reproduced without written consent from the copyright holder..*

*** Where possible, electronic documents will be provided via email.*

Many of the documents are too large to scan or copy and may be unable to be sent by email



Signature: _____ Date: 6 - 12 - 21

Office Use Only

Customer Service Officer: _____
Proof of Identity sighted (if applicable): _____
Date to view: _____
Please have applicant complete at the time of viewing the documents.
Date viewed: _____
Applicant's signature: _____

Information Access Request Guidelines

Prior to lodging a request application, you should first visit our website at www.midwestern.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).

DA Information: Certain development application documents are required to be kept by Council, and are available for public inspection, as allowed under Part 16 of the *Environment Planning and Assessment Regulation 2000*.

Acceptable requests

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.

Information applications are not suitable for requests which:

- involve access to another person's personal information requiring third party consultations;
- seek access to sensitive information requiring careful balancing of public interests in determining disclosure.

If your request involves any of the above, Council will require a formal GIPA access application. Formal GIPA access applications involve a lodgement fee and processing charges but also have a right of review. Formal GIPA Access Application forms are available on Council's website and from Council's Administration Centres.

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 relevant legislation, such as the Environmental Planning and Assessment Act 1979, and the *Government Information (Public Access) Act 2009*. 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 has 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 Administration Centre, 86 Market Street Mudgee, for seven days from the date of notification. The Centre is open Monday to Friday, from 8:00am to 4:30pm.

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 registered in Council's records management system.