



# Lithgow City Council

180 Mort Street  
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LITHGOW NSW 2790

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## INFORMAL ACCESS REQUEST FORM

[Section 18 Government Information (Public Access) Act 2009 & Schedule 5 - Government Information (Public Access) Regulation 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**

Contact the Council on phone (02) 63 549999; email [council@lithgow.nsw.gov.au](mailto:council@lithgow.nsw.gov.au); fax (02) 63 514259 or Mail to PO Box 19 LITHGOW NSW 2790

### APPLICANT'S DETAILS

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_ Title: (Mr/Mrs/Ms) \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**IS THE INFORMATION ABOUT YOUR PERSONAL INFORMATION? YES / NO**

**I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:** .....

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### **IF THE INFORMATION IS ABOUT PROPERTY:** **PROPERTY DETAILS**

Street Address: \_\_\_\_\_

Lot No: \_\_\_\_\_ DP or SP No: \_\_\_\_\_ Application No: \_\_\_\_\_

Building Name: \_\_\_\_\_ Approx Age of Building \_\_\_\_\_

Description of development \_\_\_\_\_

### **COPYING CHARGES**

Copy charges apply in accordance with Council's adopted fees and charges.

Applicant to be advised of estimated copying charges of \$ \_\_\_\_\_ prior to production YES / NO

### **DOCUMENT INSPECTION / DELIVERY DETAILS: Please Circle one item.**

1) Inspect at files and / or documents at Administration Centre, Mort St Lithgow NSW on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Forward by: 2) Mail 3) Fax 4) E-mail

Maintained by Dept:	Finance	Effective Date: September 2011	Review Date: September 2012
Version: 1			

**OWNER'S OR ARCHITECT'S CONSENT IS REQUIRED FOR REQUESTS FOR COPIES OF (DEVELOPMENT & BUILDING APPLICATION & CONSTRUCTION CERTIFICATE) PLANS & ALSO FOR COPIES OF BUILDING CERTIFICATES**

Owner's or Architect's Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE**

Purpose of collection: Public access to Council's documents.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary, a consequence of non provision is that insufficient information will be provided.

Access / Correction: Requests for access / correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, contact the Council's Public Access Coordinator.

Storage: This form will be placed on a relevant file and/or will be saved on Councils main records management database when the request has been processed and the enquiry is completed.

**OFFICE USE ONLY**

Request received by Officer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Fees: \_\_\_\_\_ Total Fees Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Referred to: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed by: \_\_\_\_\_ Completed date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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