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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.

Applicant's Details:

Name:

Address/Town/Postcode:

Contact Telephone Number (Business Hours) \*:

Other Contact Numbers (Mobile/Home):

Applicant's Signature: ..... Date:.....

\*Council will contact you by telephone when the search has been completed.

I require access to the following information:

Is the information about your personal affairs? . Yes . No

\*\* Documents Required eg: Site Plans, Home Owners Warranty, Engineer Report/Structural Drawings:

.....
.....
.....
.....

\*\* 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, Certified Occupation Certificate.

Identification of Property (if applicable):

Property Address (Number/Street/Locality):

Lot No.:

Deposited Plan No.:

Section:

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 Telephone Number:

I/We consent to the lodgement of the Application:

Owner/s Signature\*\*\*:..... Date:.....

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

\*\*\* Separate consent may be attached

Office Use Only:

Files Requested By: .....
or
Refer to D&A: .....

Files Requested:

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: Request for access/correction of information under the Government Information (Public Access) Act 2009 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 Council's main records management database when the request has been processed and the enquiry is completed