



Government Information (Public Access) Act 2009 INFORMAL or OPEN ACCESS APPLICATION

PLEASE READ THIS FORM FULLY BEFORE SUBMITTING IT

Development and building records prior to July 2010 might not be provided in response to the completion of this form and may require that a Formal Access application be submitted. City of Ryde will continue to endeavour to provide informal access to older development information if it is easily accessible and at little or no cost to council.

Access to DA plans (or other copyright protected documents) is by viewing at our offices by appointment only. In these circumstances, the Access to information team will contact you to arrange a suitable time for viewing. Copies of plans or other copyright protected material will not be provided unless written consent from the copyright owner has been provided.

To assist us with your request, please contact the Information Access Officer on (02) 9952 8079 to discuss your application prior to lodging this form

1. Your details

Surname: **Title:** Mr / Ms

Other names:

Company/organisation:

Postal address: **Postcode:**

Day-time telephone:

Email: (please print)

Do you have special needs for assistance with this application:.....

I agree to receive correspondence at the above email address.

2. Government information

Please describe the information you would like to access in enough detail to allow us to identify it **including the subject property address** where applicable.

Note: If you do not give enough details about the information, we may refuse to process your request.

Please ensure that you have discussed your request with the Access to Information Officer before submitting this form.

Subject Property:

Information required:

.....
.....

3. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document's (except plans*).
- Access in another way (please specify)

4. Application Fee

There is no fee for viewing certain documents however if you would like copies then reasonable charges for photocopying may apply in accordance with the City of Ryde Management Plan.

The completion of this form is optional however it will assist us with your enquiry.

Date:

You can send this form to City of Ryde by;

- Posting it to; Locked Bag 2069, North Ryde NSW 1670 or lodge at Customer Service, 1 Pope Street, Top Ryde.
- Emailing it to cityofryde@ryde.nsw.gov.au
- In person at the City of Ryde Customer Service centre at 1 Pope Street during normal business hours.

***Copyright**

City of Ryde can only provide the public with viewing access to documents or plans that are protected by copyright as is required under the GIPA Act and GIPA Regulation.

Providing access to certain information in copy form, that would result in a breach of copyright, is not authorised under the GIPA Act.

This does not affect your legal right to inspect Open Access information relating to development applications.

Privacy Notification

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, the Council may be unable to process your request.

Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information, please contact Council's Customer Service Centre on 9952 8222 and ask for an information sheet to be forwarded to you.

General information about the GIPA Act is available by calling the Office of the Information & Privacy Commission on 1800 472 679 or at its website: www.ipc.nsw.gov.au