

# 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 endeavour to provide informal access to older development information if it is easily accessible and at little or no cost to council.

City of Ryde can only provide photocopies, or copies in electronic form, of copyright protected plans and documents during the DA assessment period or where written consent from the copyright owner has been provided. These records can otherwise be accessed by inspecting them at our offices.

**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:** ..... **Facsimile:**.....

**Email:** .....

**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 application.

**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)\*
- 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: .....

Please post this form: Locked Bag 2069, North Ryde NSW 1670 or lodge at Customer Service, 1 Pope Street, Top Ryde.

**\*Copyright**

Council may provide the applicant with access to a document for information purposes only, as required by relevant legislation.

Copyright laws, in accordance with the Copyright Act 1968, may apply to any documents provided and therefore they should not be used for any purpose that would be in contravention of this law.

**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](http://www.ipc.nsw.gov.au)