



Telephone: 0249934100; Fax 0249932500
Email Address: council@cessnock.nsw.gov.au;

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

APPLICANT'S DETAILS

Surname Given Names Title (Mr/Mrs/Ms)

Postal Address

..... Postcode

Day-time telephone Fax Number

E-mail

IS THE INFORMATION ABOUT YOUR PERSONAL INFORMATION? YES / NO

I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:

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

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 advised of estimated copying charges of \$..... YES / NO / NOT REQUIRED

DOCUMENT INSPECTION / DELIVERY DETAILS

How do you wish to access the information?

Inspect the document(s) Yes/No A copy of the document(s) Yes/No

Forward by Mail / Fax / E-mail Circle one item.

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 ApplicantDate

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.

Please post this form or lodge it at:

Cessnock City Council,
62-78 Vincent Street
Po Box 152
Cessnock NSW 2325

OFFICE USE ONLY

Request received by.....Date..... Total Fees

Total Fees Paid.....Receipt Number.....

Referred to.....Department.....Date.....

Completed by.....Completed date.....