

Informal Access Application

Government Information (Public Access) Act 2009 (Section 8)

Privacy Protection Notification

- Please note: In accordance with S8 of [GIPPA Act](#) council cannot be required to disclose information pursuant to an informal request and cannot be required to consider an information request. Council can impose reasonable conditions with respect to the release of information and can decide by what means the information is to be released. Public access to a record may be facilitated by deleting any information if the inclusion of that information would otherwise result in there being an overriding public interest against disclosure of the record.
- The information provided on your application is being collected by Shoalhaven City Council and supports your request for access to personal information from a public register. The declaration will be used by Council staff for the purpose of determining your request. The provision of this information is voluntary however, without it Council may not be able to process your request. You may apply to Council for access to this information at any time.
- The Council will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other council functions where it is satisfied that the personal information is reasonably necessary for the exercise of such functions.
- For further information on how Shoalhaven City Council manages personal information, please refer to our [Privacy Management Plan](#).

☐ I acknowledge that I have read and agree to the Privacy Protection Notification

Applicant Details

Full Name _____	Your Mailing Address _____
Organisation Name (optional) _____	Suburb _____
Contact Number _____	State _____
Email Address (optional) _____	Postcode _____

☐ I agree to receive correspondence at the above email address

Details of Request

- ☐ PROPERTY – *Example: development applications, planner's reports, consents and plans, property history*
- ☐ GENERAL RECORDS - *Example: previous decisions of Council, records of Council's response to service requests, local history material, infrastructure maintenance records*


Property Information (complete this section if you selected property)

Lot & DP Number (if known) _____	State _____
Property Address _____	Postcode _____
Suburb _____	

What are the documents you would like to access?

- ☐ Notice of Determination – *The City of Shoalhaven's decision about whether or not to approve a development application - includes conditions of consent.*
- ☐ Assessment Reports – *Reports by planning staff assessing development applications and making recommendations about consent.*
- ☐ Building / Development Reports - *Drawings of the proposed/ approved development.*

Office Use Only

Related Policies: POL23/43	Issue Date: 16/07/2024	
TRIM Form Number: 747	Review Date: 16/07/2026	
Owned by (Directorate): City Performance	Version Number: 4	

Is there anything else you would like to tell us about your request?

Please be as specific as possible in describing the information you need. This will help in identifying the relevant subject matter experts and help them find what information there may be as efficiently as possible.

Please be as specific as possible:

Property Owner's Consent

If you are seeking access to property files (eg Building & Development files), and you are not the owner of the property, it will expedite your application if the current owners consent is provided at application stage. Please note this is not a mandatory field.

If you have owner's authorisation via alternative document/email, please attach:

Full Name of Owner _____
Owners Property Address _____
Suburb _____
State _____
Postcode _____

Owners Contact Number _____
Owners Email Address _____

I have consent from the owner for Council to:

- ☐ Allow inspection of the documents requested in this application
☐ Provide copies of any documents requested in this application

General Records (*complete this section if you selected General Records*)

What is the date range for the records you are requesting? _____

Describe the information you require:

Please be as specific as possible in describing the information you need. This will help in identifying the relevant subject matter experts and help them find what information there may be as efficiently as possible.

Please be as specific as possible:

Form of Access
How do you wish to access the information? <input type="checkbox"/> Inspect the document/s <input type="checkbox"/> A copy of the document/s
Signature: _____ Date: _____

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