



FORM

(Blanks not to be photocopied. Print direct from TRIM)
(Printed on 28-May-20 at 14:05)

(GOV-FO-301) ACCESS TO INFORMATION REQUEST

Applicant Details

Surname: First Name:
Address: Postcode:
Phone (h): Phone (w):
Mobile: Email:

Details of Information Requested

Application/File No(s): DA/CC

Property Address

Lot Section DP

- View DA conditions of consent only Copy DA conditions of consent only
- View approved plans only Copy approved plans only *
- View Construction Certificate Copy Construction Certificate
- Other Requested Information (please refer to Terms and Conditions)

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.....
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***Copies of property plans are subject to copyright and written permission of the copyright owner must be sought.**

Files not viewed within 5 working days will need to be re-ordered

Property Owners Consent

Is applicant the owner of the Property? Yes No

If Yes, please read and sign Declaration section. If No, please obtain owner's consent by having them enter their details below.

Owners Surname: First Name:

Owners Signature: Date:

If the land is owned by a company, the signatures of two directors are required, both of which must reside in Australia. A copy of an ASIC company extract must accompany this application. Please see over for further Owner's consent if required

Declaration

I have read and understood all of the Terms & Conditions attached. I verify that all of the information provided on this form is true and correct.

Applicant's Signature: Date:

Office Use Only:

Customer Service Officer: Date Submitted:

Council Details

Address:	Griffith City Council 1 Benerembah Street PO Box 485 GRIFFITH NSW 2680	Website:	www.griffith.nsw.gov.au
		Email:	admin@griffith.nsw.gov.au
		Telephone:	02 6962 8100



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OWNERS NAME / COMPANY*

Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email address: _____ Contact phone No: _____

Signature: _____ Date: ____/____/____

Print Name: _____ Capacity (Owner/Director): _____

OWNERS NAME / COMPANY*

Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email address: _____ Contact phone No: _____

Signature: _____ Date: ____/____/____

Print Name: _____ Capacity (Owner/Director): _____

OWNERS NAME / COMPANY*

Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email address: _____ Contact phone No: _____

Signature: _____ Date: ____/____/____

Print Name: _____ Capacity (Owner/Director): _____

If you require any more information an information guide can be found on our website at [Information Guide](#)

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Approved: Governance Manager	Group / System: Economic & Organisational Development	Document ID: GOV-FO-301	Version: 2
Relevant To:	Date Issued: 21May 2015	Revised: 27 May 2020	Status: Current Page: 2 of 5

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TERMS AND CONDITIONS (in accordance with the GIPA Act 2009)

Completion of this form will only be required if the information is not available on Council's website.

The following documents are available under the GIPA Regulation 2018 unless there is an overriding public interest against disclosure of the information.

1. Information about local authority

(1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- (a) the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA,
- (b) code of meeting practice,
- (c) annual report,
- (d) annual financial reports,
- (e) auditor's report,
- (f) management plan,
- (g) EEO management plan,
- (h) policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,
- (i) annual reports of bodies exercising functions delegated by the local authority,
- (j) any codes referred to in the LGA.

(2) Information contained in the following records (whenever created) is prescribed as open access information:

- (a) returns of the interests of councillors, designated persons and delegates,
- (b) agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public),
- (c) minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
- (d) reports by the Chief Executive of the Office of Local Government presented at a meeting of the local authority in accordance with section 433 of the LGA.

(3) Information contained in the current version of the following records is prescribed as open access information:

- (a) land register,
- (b) register of investments,
- (c) register of delegations,
- (d) register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008,
- (e) register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,
- (f) the register of voting on planning matters kept in accordance with section 375A of the LGA.

2. Plans and policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- (a) local policies adopted by the local authority concerning approvals and orders,
- (b) plans of management for community land,
- (c) environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act 1979 applying to land within the local authority's area.

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Relevant To:	Date Issued: 21May 2015	Revised: 27 May 2020	Status: Current
			Page: 3 of 5

(GOV-FO-301) ACCESS TO INFORMATION REQUEST

3. Information about development applications

(1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

(a) development applications (within the meaning of the Environmental Planning and

Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:

(i) home warranty insurance documents,

(ii) construction certificates,

(iii) occupation certificates,

(iv) structural certification documents,

(v) town planner reports,

(vi) submissions received on development applications,

(vii) heritage consultant reports,

(viii) tree inspection consultant reports,

(ix) acoustics consultant reports,

(x) land contamination consultant reports,

(b) records of decisions made on or after 1 July 2010 on development applications (including decisions made on appeal),

(c) a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2).

(2) However, this clause does not apply to so much of the information referred to in subclause (1)

(a) as consists of:

(a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or

(b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret, or

(c) development applications made before 1 July 2010 and any associated documents received

(whether before, on or after that date) in relation to the application.

(3) A local authority must keep the record referred to in subclause (1) (c).

4. Approvals, orders and other documents

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

(a) applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application,

(b) applications for approvals under any other Act and any associated documents received in relation to such an application,

(c) records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals,

(d) orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA, (e) orders given under the authority of any other Act,

(f) records of building certificates under the Environmental Planning and Assessment Act 1979,

(g) plans of land proposed to be compulsorily acquired by the local authority,

(h) compulsory acquisition notices,

(i) leases and licences for use of public land classified as community land,

(j) performance improvement orders issued to a council under Part 6 of Chapter 13 of the LGA.

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Fees and Charges

- Where specific details have not been provided and your request involves several properties, this will require payment of a search fee in accordance with Council's adopted Revenue Policy.
- After your application is assessed, you will be advised of any fees applicable including photocopying fees. Fees are charged in accordance with Council's adopted Revenue Policy.
- Payment of fees and charges may be made by cash, cheque or by credit card.

Guidelines

- The applicant is required to provide specific details of the information requested to aid in the retrieval of the correct information otherwise a search fee will be required.
- A reason for the request for information access will be of assistance in processing your application. Information that is, on balance, contrary to the public interest or is considered an unreasonable disclosure of personal matters will not be made available.
- A member of Council's staff will supervise the information viewing sessions.
- PLEASE NOTE: Where appointments are booked and are not attended without any prior notification, the application will be considered to be closed.

Plans/Drawings

- The viewing and copying of internal plans other than those showing height and external configurations of a residential property will require the property owner's written consent.
- The viewing of plans of a commercial property will not normally require consent except where residential components form part of that property.
- Where copies of plans are requested, these may be subject to copyright and will be provided for personal information only. Griffith City Council accepts no responsibility for the use of this information. Under Copyright legislation, the applicant is obliged to take due care in using this information for commercial or other purposes.

Timeframe

- Files will be available two (2) working days after the lodgement of this request.
- Files will be available between **9.00am and 3.00pm ONLY** Monday to Friday.
- Depending on the information requested the processing of a request for information may take up to 14 business days. However, the retrieval of the DA conditions of consent may be provided over the counter if available, or within 5 business days.
- Files not viewed within five (5) working days will be returned to archiving and will need to be reordered.
- Special requests for extended time will be considered for certain circumstances.

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Privacy Protection Notice

This information is being collected to assist in processing your application for Council information.

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- This form will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- You can access and correct your personal information at any time by contacting Council.

For further details on how the Griffith City Council manages personal information, please refer to our Privacy Management Plan.

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