



TEMORA
The Friendly Shire

INFORMAL ACCESS APPLICATION

This form is to be used for access to documents held by council and classed as open access documents under the *Government information (Public Access) Act 2009*.

1. Your details

Surname: **Title:** Mr / Ms / Dr

Other names:.....

Postal address: **Postcode:**.....

Day-time telephone:

Facsimile:.....

Email:

I agree to receive correspondence at the above email address.

2. Proof of identity

Are you seeking personal information? **Yes / No** (circle one)

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

Australian driver's licence
with photograph, signature and current
address

Current Australian passport

Other proof of signature and current address details

3. Information Details

Please describe the information you would like to access in enough detail to allow us to identify it.

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

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4. Information about a Property

If you are applying for access to information held by Council on a particular property or development, please specify the details below:

Street Address:.....

Lot Number: **DP or SP Number:**

Development Application Number (if applicable):.....

Description of Development:.....

5. 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).....
.....

6. Fees and Charges

You may be asked to pay a photocopying or scanning charge in accordance with Council’s adopted Fees and Charges Schedule. Payment of any photocopying or scanning charges are required prior to Council releasing any copies of documents.

Documents may be viewed **free** of charge.

Privacy Statement

The personal information provided is collected for the purpose of recording and processing this application and forwarding the information requested. Access is limited to use by Council employees and other authorised persons. Supply of the personal information is voluntary, but if you cannot, or do not wish to, provide the information sought non supply will cause delay and inability to proceed in the processing of this application. The personal information will be stored in Council’s system.

Applicant’s signature:

Date:

Please post this form or lodge it at:
 Temora Shire Council
 Att: Right to Information Officer
 105 Loftus Street
 Temora NSW 2666