

APPLICATION FOR ACCESS TO INFORMATION (under Section 12 of the *Local Government Act 1993*)

How to complete this form

1. Please make sure that all fields are filled out correctly & all necessary documentation is attached.
2. Once completed, submit this form to Council.

1. Applicant Details

Title	Given Name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address		Postcode
<input type="text"/>		<input type="text"/>
Home Number	Mobile Number	Business Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	

2. Details of Request

Address of property under enquiry (if applicable)

Are you the property owner? (please tick)

Yes I am the owner No I am not the owner

Specific nature of information sought

Would you like to view or would you like copies?

I would like to view document/s I would like copies* of document/s

What documents do you require? Please be specific including approximate date.

1. _____	Date _____
2. _____	Date _____
3. _____	Date _____
4. _____	Date _____

* Fees apply to the photocopying of documents.
* Plans and specialist reports may be subject to copyright and may not be able to be reproduced.

Signature of Applicant:

Date:

3. Lodgement

You can lodge your completed application in person:
65 Homebush Road, Strathfield NSW 2135, Monday to Friday 8:30am to 4:30pm.

ACCESS TO INFORMATION GUIDELINES

Section 12 of the *Local Government Act 1993* allows members of the public to view documents held by council, without charge. Some documents, however, may be considered exempt and therefore unavailable for release. Exemptions include documents relating to:

- matters which are not in the public interest;
- internal configurations of residential buildings (unless accessed by the owner);
- personnel matters;
- the personal hardship of any resident or ratepayer;
- commercial-in-confidence information and trade secrets;
- a matter of which disclosure would constitute an offence against an act, or found an action for breach of confidence.

COPYING OF DOCUMENTS

The photocopying of documents is subject to the *Copyright Act 1968*. There may be documents which are not able to be reproduced such as building plans, publications and consultants' reports. Where documents are requested and able to be reproduced the applicant will be required to meet all costs associated with photocopying, as set out in council's annual fees and charges schedule.

PROCESSING OF APPLICATIONS

Applicants should provide all information required on the application form to enable documents to be identified. Information provided should clearly identify the material sought, ensuring the application is not unduly delayed.

Applications will be assessed under Section 12 of the *Local Government Act 1993* and any other relevant legislation. Applicants will be notified within fourteen days of the receipt of the application as to whether access is to be granted.

Information will be available for inspection at council's customer service centre, 65 Homebush Road, Strathfield, for seven days from the date of notification. The centre is open Monday to Friday, from 8:30am to 4:30pm. Should an extension of time be necessary the applicant should contact Customer Services on 9748 9999.

PRIVACY NOTIFICATION

In making this application, applicants are providing council with "personal information" as defined in the *Privacy and Personal Information Protection Act 1998 (PPIPA)*. Applications will be provided to and used by council officers for processing, assessment and determination.

Copies of applications may be included on files or registers maintained by council for record keeping purposes. Council may receive requests for public access to any such applications under the *Local Government Act 1993* and *Freedom of Information Act 1989*.

The General Manager
Strathfield Municipal Council
PO Box 120, Strathfield NSW 2135
Phone: 02 9748 9999 **Fax:** 02 9764 1034
council@strathfield.nsw.gov.au