

# GIPA application for access to information - informal



Government Information (Public Access) Act, 2009 (GIPA Act) NSW

If you need help lodging your form, contact us		
Email	council@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	3029
TRIM Ref.	
Last updated	January 2022
Business unit	Systems & Information
Application no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

## Part 1: Applicant Details

Title	Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other: _____		
First Name			
Last Name			
Company Name <i>(attached business card if relevant)</i>			
Address			Postcode
Phone		Mobile	
Email			

## Part 2: Property Details

Property Address			
Lot Number		DP or SP Number	
Application Number (if known)		Building Name (if known)	
Description of Development <i>(if applicable)</i>			

### Part 3: Information for the following years (please tick)

1963 - 1992	
1993 - 1999	
2000 onwards	
<b>Other information (please outline below)</b>	

### Part 4: Notes

<b>File Returns</b>
All files will be held for one month from the date of appointment. If files have not been viewed within the month you will need to reapply under GIPA.
<b>Photocopying and Copyright</b>
Fees for photocopying apply. Please note all development application plans and reports are subject to copyright. To make copies you will need the copyright owner's consent.

### Part 5: Declaration

<b>I declare (please tick):</b>	
The information I have provided is complete and correct;	
I understand written permission is required before copies of documents can be provided as per above;	
I understand I may peruse records and take notes;	
I will observe any directions given to me while viewing records;	
I will not photograph, trace, write on or otherwise deface, damage or remove a record;	
I understand there are fees associated with making copies of documents;	
I understand no Council officer will necessarily be available to interpret documents;	

<b>OFFICE USE ONLY</b>					
<b>Receiving Officer:</b>			<b>Date:</b>		
<b>Copyright holder/Owner's consent required?</b>	<b>Yes</b>	<b>No</b>	<b>Supplied?</b>	<b>Yes</b>	<b>No</b>
<b>Applicant is the owner of the property?</b>	<b>Yes</b>	<b>No</b>			