ACCESS TO INFORMATION REQUEST FORM – OPEN ACCESS TO DOCUMENTS HELD BY BURWOOD COUNCIL

APPLICANT’S DETAILS

Surname: ..................................................................................................................................................

Given Names: ...........................................................................................................................................

Title (Mr/Mrs/Ms): .................................................................................................................................

Postal Address: ........................................................................................................................................

..............................................................................................................................................................

Telephone Number: ................................ Mobile: .................................................................

Fax Number: ................................ E-mail: .................................................................

IS THE INFORMATION ABOUT YOUR PERSONAL AFFAIRS? YES/NO

Open Access Does Not Apply To:

* Records of decisions made before 1 July 2010 on development applications (including decisions made on appeal) (Sch. 1, clause 3(1)(a)(i) and clause 3(1)(b)).

* Development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application (Sch. 1, clause 3(2)(c)).

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.

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.

DOCUMENTS REQUESTED

Development Applications (within the meaning of the Environmental Planning & Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:

- Home warranty insurance documents
- Construction certificates
- Occupation certificates
- Structural certification documents (please specify which documents you require below in “other”)
- Town Planner reports
- Submissions received on development applications
Heritage consultant reports
Tree inspection consultant reports
Acoustics consultant reports
Land contamination consultant reports
Records of decisions on development applications (including decisions made on appeal)
Applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
Applications for approvals under any other Act and any associated documents received in relation to such an application
Records of approvals granted or refused, any variation from local policies with reasons for the variation and decisions made on appeals concerning approvals
Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
Orders given under the authority of any other Act
Records of building certificates under the Environmental Planning & Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the local authority
- Compulsory acquisition notices
- Register of Investments
- Other: ..................................................................................................................

Documents submitted by a Third Party, or copies of plans, will not be granted due to copyright laws.

Copyright is the exclusive right to make copies, license, and otherwise exploit a literary, musical, or artistic work, whether printed, audio, video, etc. Works granted such right by law are protected for the lifetime of the author or creator and for a period of 50 years after his or her death.

Third Party Consultation – Council may need to consult with other parties about the release of the information that you have requested. Do you object to your name only being released to these parties?

☐ No, I have no objection to the release of my name only
☐ Yes, I object to the release of my name

PROPERTY DETAILS

Street Address: ..................................................................................................................

Lot No: .................. DP or SP No: ................. Application No: .................................

Building Name: ..............................................................................................................

Description of Development: ................................................................................................

The time period/date range you would like us to search (i.e. *July 2010 to December 2010):

.................................................................................................................................

Signature: ........................................................................................................... Date: .................

Trim No: 12/48741
Access to Information Request Form
PRIVACY STATEMENT

If you are making this application as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the Privacy and Personal Information Protection Act 1998.

You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application.

Council is collecting this personal information from you in order to identify and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council’s Public Officer.