

# Informal Request for Access to Information



## Government Information (Public Access) Act 2009

Please complete this form to apply for informal access to Council held information under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

If you need help filling out this form, please contact the Access to Information team on 02 9806 5050, or email [gipa@cityofparramatta.nsw.gov.au](mailto:gipa@cityofparramatta.nsw.gov.au). You can also visit our webpage, [Access to Information](#).

### Your details

Title

Given name(s)

Surname

Organisation/person  
being respresented

Postal address

Email(BLOCK LETTERS)

Phone number

### Property details

Street Address

Lot No.

Deposited Plan No.

Strata Plan No.

DA/BA/CC/CD Number (if known)

DA-Development Application; BA-Building Application; CC- Construction Certificate; CD-Complying Development

### Information Requested

Please describe the information you would like to access in enough detail to allow us to identify it. You may attach additional pages. If you do not give enough details, we may be unable to process your application.

### What Development Documents do you require?

Development determination/consent

Construction certificate

Occupation certificate

Complying development certificate

Plans\* (please see below)

\*Plans are subject to copyright and cannot be reproduced without consent of the copyright owner. Where possible, you will be provided with details of the copyright owner to contact for the purpose of seeking consent for Council to release the plans to you.

## Other documents required

### Time frame

Pre 1999\*

2000 - 2009\*

2010 - present

\*Extensive requests for development information prior to 2010, may require a [Formal Request for Access to Information](#).

### Form of access

A copy of records by email

Inspect documents via Teams or at Council (viewing by appointment only)

If you require a copy of the plans, you will need to provide written consent from the copyright owner (e.g. Architect/Engineer) even if you are the owner of the property.

Are you the property owner?                      Yes                      No

#### IMPORTANT:

If you wish to view floor plans of a residential building, you must either be the owner of the property or provide written consent from the owner. Please note, proof of owner identity and proof of ownership will be required.

### Proof of Identity (please do not provide identification if you are not seeking personal information)

This is only required when seeking access to your personal information or to prove home ownership. You must provide proof of identity in the form of one of the following documents:

current Australian driver's license (with photograph, signature and current address)

current Australian Passport

other proof of signature & current address

**Applicant's signature:**

**Date:**

Please post this form or lodge it at:

**City of Parramatta**  
**PHIVE - 5 Parramatta Square**  
**PO Box 32 Parramatta NSW 2124**  
**Email: [gipa@cityofparramatta.nsw.gov.au](mailto:gipa@cityofparramatta.nsw.gov.au)**  
**Enquiries ph: 0298065050**

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit

#### Privacy Notice :

The information provided by you on this form will be used by City of Parramatta to process this application. The provision of this information is required and if not provided, Council may not be able to fully process your request. Once collected by City of Parramatta, the information can be accessed by you in accordance with City of Parramatta's Privacy Management Plan and Privacy Management Policy or in special circumstances, where legislation requires or where you give permission for third party access. You may also amend or correct your personal information by contacting City of Parramatta.

City of Parramatta is the agency that holds the personal information and will store it securely.