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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Byron Shire Council<br>PO Box 219<br>70-90 Station Street<br>DX 20007<br>Mullumbimby NSW 2482<br>E: <a href="mailto:council@byron.nsw.gov.au">council@byron.nsw.gov.au</a><br>W: <a href="http://www.byron.nsw.gov.au">www.byron.nsw.gov.au</a><br>#980037 | <b>OFFICE USE ONLY</b> |
|                                                                                                                                                                                                                                                            | Parcel No.: .....      |
|                                                                                                                                                                                                                                                            | Receipt No.: .....     |
|                                                                                                                                                                                                                                                            | Date Paid: .....       |
|                                                                                                                                                                                                                                                            | Amount Paid: .....     |
|                                                                                                                                                                                                                                                            | Certificate No.: ..... |

## BYRON SHIRE COUNCIL DOCUMENT REQUEST APPLICATION

### FEES AND CHARGES:

|                                  |                 |                                 |                                                               |
|----------------------------------|-----------------|---------------------------------|---------------------------------------------------------------|
| House Sewer Drainage Plans ..... | \$7.50          | Response via email .....        | No Charge<br><i>(only where photocopying is not required)</i> |
| Photocopies – ..... A4.....      | \$0.40 per copy | Tapes of Council meetings ..... | \$13.15 per tape                                              |
| ..... A3.....                    | \$1.30 per copy | Plus Search fees .....          | \$69.00 per hour                                              |

### DETAILS OF APPLICANT:

|                                                                                                                                                                                                                                                                         |                |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------|
| <b>ARE YOU THE OWNER:</b> YES <input type="checkbox"/> NO <input type="checkbox"/><br><i>(if NO, application <b>must</b> be accompanied by the written consent of the owner for documents other than those listed on page 2 <b>or</b> FOI application is required).</i> |                |                                                                                             |
| <b>FULL NAME:</b>                                                                                                                                                                                                                                                       |                |                                                                                             |
| <b>ADDRESS:</b>                                                                                                                                                                                                                                                         |                |                                                                                             |
| <b>PHONE:</b>                                                                                                                                                                                                                                                           | <b>MOBILE:</b> | <b>FAX:</b>                                                                                 |
| <b>Email:</b>                                                                                                                                                                                                                                                           |                | <b>Response required via Email</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |

#### ATTENTION: Applicant/Owner - Privacy Notification Form

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Act"). The information may only be made available through this or other relevant Acts and Regulations that may apply.

The intended recipients of the personal information are:

→ officers within the Council; → agents or data service providers engaged by the Council

The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application.

Council is collecting this personal information from you in order to process this document request 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 a public register. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be addressed to the Information Service Department of Council. Council is to be regarded as the agency that holds the information.

Signed Applicant/Owner .....

Dated.....

I request access to document(s) concerning matters which are:

NON Personal

Personal

These documents relate to following property description:

|          |              |
|----------|--------------|
| ADDRESS: |              |
| LOT:     | DP:          |
| BA No(s) | Description: |
| DA No(s) | Description: |

Specify existing buildings and approximate age: (eg: 1 dwelling 1947-1950, dual occupancy, 2 sheds, 1 garage, vacant land)

**OR**

These documents are *(specify document type ie. letters, report, file, audio tape etc.*

**FORM OF ACCESS**

*(Please tick and complete applicable details)*

- I wish to inspect the documents
- I require a copy of the documents
- I require access in another form

*Please specify:*

**Applicant's Signature:**

Date:

**- when documents are available you will be contacted to make an appointment -**

**PAYMENT SLIP**

I wish to pay by    Card     Cash     Cheque     Amount \$ \_\_\_\_\_

MASTERCARD     VISA     OTHER    Expiry date \_\_\_ / \_\_\_

Card Number:

*I authorise a credit card fee of 0.53% to be added to the above amount.*

CARDHOLDERS NAME

SIGNATURE

DATE

**DOCUMENTS NOT REQUIRING OWNERS CONSENT**

Building Plans

- site and elevation plan (**Plans may be viewed only as copying breaches copyright**)

Development Application

- as exhibited, site and elevation plan (viewed only), determination, report to Council, public submissions (prior to 25 June 1996 - FOI)