
141 East Street
Narrandera NSW 2700
Email council@narrandera.nsw.gov.au
Ph 6959 5510
Fax 6959 1884



Informal Information Access Request Form
(Section 18 Government Information (Public Access) Act 2009 & Schedule 5 – Government Information (Public Access) Regulation 2009

You may lodge this Informal information Access Application form at Narrandera Shire Council 141 East Street Narrandera NSW 2700 during regular business hours. You will notified by Council within 10 working days if the information you have requested is available for release.

Your name: _____

A postal address to which Narrandera Shire Council may mail correspondence:

Telephone (optional): _____

Details of Information requested (property information):

What information are you seeking and why do you need this information?

Are you the property owner? (please tick)

Yes I am the owner

No I am not the owner

Have you recently purchased this property?

Date of Settlement

Owners full Name

Owners Signature

Date

- Do you wish to:
- I would like to view the documents
 - I would like copies of document/s
 - I want copies of documents sent by email
 - I want copies of documents sent by fax

Enquiry for general information (other than property). Is the information about personal information?
yes/no (You may be required to provide proof of identity)

Describe the information you are seeking (please provide detailed and specific instructions)

- Do you wish to: I would like to view the documents
- I would like copies of document/s
- I want copies of documents sent by email
- I want copies of documents sent by fax

_____ (Signature)

_____ (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.

* Many Council documents are in paper form and may be unable to be sent by email or fax

Privacy Notice – Personal Information requested on this form is required to provide access to Council's records. The supply of information is voluntary but if you cannot provide the information requested, Council may not be able to process your application. The intended recipients of your information are council offices but information may be available to the general public under the Government Information (Public Access) Act 2009. Council is to be regarded as the agency that holds the information. Requests may be made for access or amendment to records under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998. This form will be placed in Council's record management system.