

# Requests for Access to Information

## Introduction

In line with Council's Privacy Policy, all requests for access to information must be in written form. The attached form can be used for all information requests (excluding requests under the *Freedom of Information Act 1991*).

## Types of Information

- Personal Information
- Property Information
- Development Approval Information

## Please note

- Timing – As files may be stored off-site, immediate access may not always be possible. Please allow up to two weeks for file retrieval.
- Availability of Information – No responsibility is taken if, following an archive search, the requested information is unavailable and, in these circumstances, the search fee is non-refundable. In particular, records prior to the early 1980's are often not available.
- Copyright Restrictions – Plans and documents may be subject to copyright and any unauthorised dealings with these documents might render the person liable to the Copyright owner. Particularly, the taking of notes or sketches from documents or plans viewed may be a breach of Copyright restrictions.
- Condition of documents – The quality and condition of documents can not be guaranteed and therefore Council accepts no responsibility.
- Council reserves the right – Council reserves the right to refuse the viewing or copying of documents.
- The Freedom of Information Act – A request to view or copy documents on the attached form, is not an application under the Freedom of Information Act 1991. The Freedom of Information Act provides a separate right to apply for access to Council documents generally, and other fees and conditions apply. By submitting a request on the attached form, a person is not prevented from making an application under the Freedom of Information Act.

## Privacy Undertaking

Any unlawful use of the information requested will be at the liability of the person who has requested the information.

I \_\_\_\_\_ agree to use the information requested only for the purpose stated.

\_\_\_\_\_ signed \_\_\_\_\_ date

***\*Copy of Driver's License required***

District Council of <b>ROBE</b>	
<b>Office use</b>	
For action by:	
Received:	
Record No:	File No. 13.36.4

**DISTRICT COUNCIL OF ROBE  
REQUEST FOR INFORMATION**

Part A Information Request

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I am the registered property owner of the property in question:  YES /  NO

I request permission to **view / obtain** *(please circle relevant option)* **information/ documents** *(please circle relevant option)* held by the District Council of Robe concerning *(please circle relevant option)*:

- Address of neighbouring properties *(must fill out part B)*
- Financial information (i.e. outstanding rates) *(must fill out part B)*
- Development Approval/ Application *(must fill out part C)*
- Other (please specify) *(must fill out part D)* \_\_\_\_\_

Part B Financial Information

I request permission to **view / obtain copies** *(please circle relevant option)* of document(s) held by the District Council of Robe concerning:

- Property Address: \_\_\_\_\_
- Information required: \_\_\_\_\_
- Reasons for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part C Development Approval/ Application Information

I request permission to **view / obtain copies** *(please circle relevant option)* of document(s) held by the District Council of Robe concerning:

- Nature of the Development: \_\_\_\_\_
- Property address: \_\_\_\_\_
- Name of owner/ Developer (if known): \_\_\_\_\_
- Documents requested: \_\_\_\_\_
- Reasons for request: \_\_\_\_\_

Part D Other Information

Specify what information you are requesting and why:

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**Office Use Only**

The request to **view / copy** documents/ information has been considered and is **Approved / Refused**.

Name of Authorised Officer: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note**

Further information may be required, depending on the type of information requested. It is recommended that councils Privacy Policy be read in prior to requesting information. A fee for the information requested may be charged, in accordance with council's fees and charges schedule, depending on the type and age of the information being requested.

Contact details

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