



## Formal access to information application

### Government Information (Public Access) Act 2009

(Application fee of \$30 payable on lodgement)

\*Further processing fees may apply

#### Office Use Only

Receipt #	
Amount	
Date Received	

#### Part A - Applicant Details

Title (Mr/Mrs/Ms)  Name

Company Name

Postal Address

Telephone  BH  MB

Email

#### Part B - Council Information

- Please describe the information you would like to access in enough detail to allow us to identify it. If you do not provide enough details about the information Council may refuse to process your application. You may attach details separately if you wish.

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#### Part C - Other Considerations/Purpose for Information Sought

You may provide comment as to any public interest considerations that you think Council should take into account in determining whether or not to release the info sought.

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Have you previously requested the same or similar information from another agency?  Yes  No

If yes, provide name of agency:

#### Part D - Form of Access (please tick)

I wish to inspect the documents at Council  Yes  No

I require a hard/CD copy or email of the document(s)  Yes  No

If you require a hard/CD copy, please advise if you wish to:  Collect the document(s) from Council  
 Receive the document(s) via the post

I require access in another form:



## Part E - Disclosure Log

Some details concerning the nature of your Formal Access application will be recorded in Council's disclosure log, which is published on Council's website. Under the Act, there are some grounds for objection to the inclusion of information on the disclosure log.

These are:

- the information includes personal information about the applicant (or a deceased person for whom the applicant is the personal representative).
- the information concerns the applicant's business, commercial, professional or financial interests,
- the information concerns research that has been, is being, or is intended to be, carried out by or on behalf of the applicant
- the information concerns the affairs of a government of the Commonwealth or another State (and the applicant is that government).

Objections to your application being included in Council's disclosure log must be made in writing on one of the grounds stated above, Please attach supporting documentation.

## Part F - Proof of Identity

Are you seeking personal information about another person?  Yes  No If yes, please complete the following

When seeking access to personal information an applicant must provide proof of identity in the form of a certified copy of any one of the following documents.

- Current Australian passport  Australian driver's licence  
 Other identification (with photograph), proof of signature and current address details

## Part G - Fees

1. Application Fee - This access request attracts a \$30 application fee. Please nominate a payment method.

- Cash  Cheque  Money order  Eftpos

2. Processing Charges apply at \$30/ hour. Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason and attach supporting documents. *Please note that the discounts are not cumulative.*

- Financial hardship. Please select from the following:  Pension Card  Student Card  
 Special benefit to the public (e.g. not for profit organisation or acting on behalf of a not for profit organisation). Please specify why below and provide evidence.

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## Part F - Applicant Declaration

I understand that I/We may be required to pay charges in accordance with Council's Operational Plan (Fees & Charges) respect of this request.

1. I/We undertake that I/We will not remove, alter, deface or destroy any items contained within the files to which I/We have been granted access under this request.
2. In accordance with copyright laws, I/We undertake to refrain from copying, photographing, scanning or reproducing any images of documents provided for inspection.
3. Should I/We be provided with copies of DA Documents under Clause 268 of the regulations, I/We note copyright laws still apply.

Name

Signature  Date

**General information about the GIPA Act is available by calling the IPC  
on freecall 1800 INFOCOM (1800 463 626) or at its website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)**

### Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.