

# 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.

Date range of information (if known)  to

Type of information (e.g. development applications, emails, reports)

### 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.

**Consider: Why is this information important to me?**

**Will this information assist me to exercise any legal rights?**

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 choose **one** option only. Requests for multiple forms of access may incur additional processing fees.

- I require an email copy of the document(s) (preferred)       Collect hard copy from Council
- Receive hard copy via the post
- I wish to inspect the documents at Council (note: photocopies cannot be provided at the time of inspection)
- I require access in another form

**Part E – Consent to disclose identity**

If the information you have requested is the personal information of another person, or if the information relates to the business, commercial, professional, or financial interests of another person, Council is required by Section 54 of the GIPA Act to consult with that person before making a decision about whether to release the information to you.

During the consultation process, the affected person(s) may request to know the identity of the person requesting the information, and the purpose of the request.

Do you consent for Council to disclose your identity (your name only) to the affected person(s) in connection with this request?

- Yes               No

If you do not consent, your identity will not be disclosed during the consultation process.

**Part F - 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 below and attach supporting documents.

*Please note that the discounts are not cumulative and the 50% discount **does not apply** to the \$30 application fee. If eligible, the \$30 application fee will cover the first two hours of processing time.*

- 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.

**Part G - Applicant Declaration**

I understand that I may be required to pay charges in accordance with Council’s Operational Plan (Fees & Charges) in 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 be provided with copies of plans and/or reports, I note that copyright laws apply to the documents.

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.