

Formal request for access to information

Section 41 Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

How to complete this form:

1. Ensure that all required fields have been filled out correctly.
2. Once completed you can submit this form by mail or in person. Please refer to lodgement details overleaf.
3. Ensure application fee is included with form.

1. Applicant details

Applicant's name

Postal address

Email

Mobile Other phone number ABN

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: Main language spoken:

Aboriginal or Torres Strait Islander: Yes No

Do you have special needs for assistance with this application:

2. Details of information requested

List the document/s and/or information you require (be specific):

Note: if you are not specific enough about the information, the agency may refuse to process your application.

3. Personal information - proof of identity

Only required when an applicant is requesting information on their own behalf.

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:

- Australian driver's licence Current Australian passport
- Other (including proof of signature and current address details)

4. Form of access (please select one)

- Forward copies by email (size permitting) Collect hard copies Post hard copies Inspect the information

Note: The provision of personal information is subject to satisfactory proof of identity being provided if information is made available. The provision of information is also subject to Copyright restrictions; Council may not reproduce or copy information that is Copyright protected. You will be notified if these restrictions prevent the copying of the information that is sought.

5. Application fee

An initial \$30 application fee (GST exempt) is applicable for all applications and can be paid by either cash or cheque. (Please do not send cash by post)

6. Discount in processing charges

You will be asked to pay a charge for processing the application (\$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:

- Financial hardship - please attach supporting documentation (eg a pension or Centrelink card)
and / or
- Special benefit to the public - please specify why below:

7. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? Yes No

8. How to lodge this form (including \$30 application fee)

Completed form can be:

- Forwarded by post, or
- Lodged at our Customer Service Counter at either Forster, Gloucester, Taree, Tea Gardens or Stroud - Monday to Friday (excluding public holidays)

9. Declaration

I understand that I am not entitled to copies of copyrighted information; however these documents will still be available to view in accordance with the provisions of the Government Information (Public Access) Act 2009. I understand that I can view information free of charge, and that if I request copies, fees are payable as outlined in Council's adopted schedule of fees and charges.

I have read and understand the information provided in Council's information sheet.

Signature

Date

Print Name

Office Use Only

Receipt Number

Date

Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

Forster | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**
Gloucester | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**
Taree | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**