

**APPLICATION TO ACCESS
COUNCIL INFORMATION
(FORMAL)**

Section 9 Government Information (Public Access) Act 2009 (GIPA)

APPLICANT DETAILS		
Title:	Given Name(s)	Surname / Last Name
<input type="text" value="Mr/Mrs/Ms/Dr"/> <input type="text" value="Other:"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Company name: <input style="width: 100%;" type="text"/>		
Contact Address:		Type of Applicant:
Unit	/ House Number	<input type="checkbox"/> Media representative
<input style="width: 50px;" type="text"/>	/ <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Member of Parliament <input type="checkbox"/> Legal representative
		<input type="checkbox"/> Private Sector <input type="checkbox"/> Member of the public
Street or PO Box: <input style="width: 100%;" type="text"/>		
Suburb: <input style="width: 100%;" type="text"/>		State: <input style="width: 50px;" type="text"/> Postcode: <input style="width: 50px;" type="text"/>
*Daytime Phone	<input style="width: 100px;" type="text"/>	*Fax: <input style="width: 100px;" type="text"/> *Mobile: <input style="width: 100px;" type="text"/>
*Email: <input style="width: 100%;" type="text"/>		
Method of Payment (please tick): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card (complete section below if credit cardholder is not the applicant).		
The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the funds.		
Cardholder's Printed Name _____		(Date) _____
Cardholder's Signature _____		
* Voluntary information only. (Assists with timely processing of your application) See Privacy and Personal Information Act statement)		

DOCUMENT INFORMATION
These documents do / do not contain information about my personal affairs. (Please cross out whichever does not apply).
Description of documents, records, files or information required: _____ _____ _____
Form of Access:
I wish to inspect the document(s) <input type="checkbox"/> Yes <input type="checkbox"/> No } Place a tick
I require a copy of the document(s) <input type="checkbox"/> Yes <input type="checkbox"/> No } in the appropriate box
I require access in the form of _____
If Council cannot provide access in this form you may be given access in a different form.

OFFICE USE ONLY

Receipt No.: _____ Date: _____ Amount: \$ _____

Time Taken to process application: _____ days Date Completed: _____

Officer's Name: _____ Outcome of Application: _____

FEES AND PAYMENT

\$30 fee for consideration of requests for information under the *Government Information (Public Access) Act* (GIPA)

\$40 fee for requests for an internal review.

\$30 per hour processing fee for non-personal applications.

\$30 for provision of electronic copies of documents and plans on USB or CD

I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

Note. In certain cases a 50% reduction in fees and charges may apply - see the section on fees and charges below. If you consider you are entitled to a reduction, submit a request with copies of supporting documents with this form.

I am requesting a reduction in fees and charges Yes No } Place in tick in the appropriate box

Payment may be made by cash, cheque or credit card.

Application Fees/Charges

A cheque/cash/money order for \$30 to cover the application fee must be forwarded to the Council with the request for access. A \$30 per hour processing charge may also be applicable if request is not for personal affairs or if a personal affairs' request exceeds 20 hours. You will be supplied with a statement of charges if appropriate.

A 50% reduction may be granted in cases where an individual can prove a case of financial hardship, where the Principal Officer approves a claim by a non-profit organisation demonstrating financial hardship, or where a demonstrated public interest is involved. Where significant correction of a personal record(s) results from a GIPA request, provided the error was not due to the person's fault, a 100% refund of all fees and charges will be granted.

Refusal to Process Requests

Sections 4 of the *Government Information Public Access Act* explain the circumstances under which a Council may refuse or defer access to information.

For Further Information: Refer to the *Government Information (Public Access) Act* (GIPA) - available from the NSW Government Information Centre, or GIPA publications available through public libraries and government agencies, or ring the GIPA Manager in the Council holding the document you require access to.

PRIVACY AND PERSONAL INFORMATION ACT

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

CONDITIONS

- Applicants are to provide sufficient information to enable the correct document/s to be identified.
- If you are seeking documents relating to your personal affairs the Council may request proof of your identity.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, the Council may ask you to submit a consent form signed by that person.
- A request will be dealt with as soon as practicable and in any case, within 21 days after it is received. If it is necessary to consult any other person or body an extension of a further 14 days is permissible.
- Should access to records be granted and dependent upon the form of access required, applicants undertake to strictly observe any directions given and to respect the integrity of the records made available. Where a record is being perused on Council's premises, notes may be taken however applicants may not photograph, trace, write on or otherwise deface or damage or remove a record.

DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application.

(Applicant's Signature)

(Date)

LODGEMENT INFORMATION

Method of Lodgement

It is recommended that applications be submitted in person at Civic Centre, Mosman Square, Spit Junction, to avoid time lost in the event of incomplete applications and the need to return them by post.

For privacy and security reasons payment is prohibited by credit card via email transmission.

Applications that are lodged by post should be addressed to The General Manager at:

PO Box 211 SPIT JUNCTION NSW 2088

Fax: 02 9978 4299

Further Information

If you require further information on completing this form, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Monday to Friday.

CREDIT CARD AUTHORITY FORM

This form is to be submitted in conjunction with the application form.

Refer to application form for Method of Lodgement

This credit card authority form is destroyed after the transaction is processed and no information contained therein is retained by Council.

Credit Card Details - Council Payment Fax No. (02) 9978 4299

This form cannot be emailed to Council.

Please charge my American Express Master Card Visa

Card number

Card holder's name Expiry Date /

Amount \$ Phone () daytime

Signature

Please note that American Express, Master Card and VISA incur a 1% service fee.

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