

Government Information (Public Access) Act 2009 ("GIPA") FORMAL ACCESS APPLICATION

Please use this form to apply for formal access to Council held information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help completing this form, please contact Councils Right to Information Officer on 02 6830 8000 or email bourkeshire@bourke.nsw.gov.au

1. Applicants Details

Surname: **Title:** Mr / Mrs / Ms / Dr

Other names:

Company (if applicable):

Postal address: **Postcode:**

Day-time telephone:

Email:

I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when you are requesting information on your 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 with photograph, signature and current
 Australian passport

Other proof of signature and current address details

3. Property Information – If Applicable.

Street Number.....**Street Name:**

Lot No. (if known)**Section No.** (if known)**DP/SP No.** (if known)

Owner

Solicitor

Purchaser of Property

Other

4. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the
- Access in another way (please specify)
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5. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Please do **NOT** send cash by post.)

Note:

- A \$30 per hour processing charge will apply in processing your application
- you will be supplied with an estimate of processing charges prior to the processing of your application commencing.
- You may be required to pay an advance deposit (\$68 GIPA Act.)
- You may apply for a reduction of the processing charge under the following categories, but you will be required to provide supporting documentation.

If you wish to apply for a discount, please indicate the reason:

- Personal information (1st 20 hours of processing time is free - proof of identity required).
- Financial hardship (50% reduction - certified copy Pension or Centrelink card required).
- Full time student (50% reduction - proof required).
- Special benefit to the public (50% reduction). Please specify why below. Council will consider if such reason/s substantiate that the information requested would better inform the public about government and/or concerns a public issue which would be a special benefit or special interest to the public generally.

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6. Information Requested

Please describe the information you seek. If you do not provide sufficient details about the information requested, Council may not be able to process your application.

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What historical date do you wish Council to commence the search for this information:

Start Date.....End Date.....

Are you seeking personal information? **Yes / No** (circle one)

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency

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7. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, the agency may be required to consult with third parties before deciding your application. The purpose of this consultation is for the agency to determine whether the third party has an objection to disclosure of some or all of the information being requested.

Do you consent to your identity as an applicant being disclosed to the involved third party? **Yes / No** (circle)

8. Disclosure log

If the information sought is released to you and the IPC consider it may 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 IPC's website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)

- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this? **Yes / No** (circle one)

Please note: if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

Your signature:

Date:

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received:

File reference:

Amount paid:

Receipt number:

Received by:

Signature: