



APPLICATION FOR FORMAL ACCESS UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (GIPA Act)

DETAILS OF APPLICANT

Surname:

Given Names: Title: (Mr/s etc)

Postal Address:.....

..... Postcode:

Telephone: Mobile:

DETAILS OF APPLICATION

I request access to document(s) concerning:

.....

.....

.....

These documents do / do not contain information about my personal affairs.
(Please cross out whichever does not apply.)

FEES AND CHARGES

Attached is a cheque/money order/cash to the amount of \$30 to cover the application fee. (Please do not send cash through the mail.)

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 on the back of this form. If you consider you are entitled to a reduction, send a request with copies of supporting documents with this form.

APPLICANT'S SIGNATURE: Date: / /

Requests for access to documents

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though Council is obliged to help you with your application.
- If you are seeking documents relating to your personal affairs Council may request proof of your identity.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, 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 20 days) after it is received.

Application fees and processing charges

The approved application fee is \$30. A cheque / money order / cash for the appropriate amount must be forwarded to Council with the request for access.

Processing charges may also apply for dealing with the application. For personal requests no processing charges will be payable for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the very first hour.

A 50% reduction in fees will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a demonstrated public interest is involved a similar reduction may apply.

Where significant correction of a personal record(s) results from an 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

See provisions of the GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (GIPA Act)

Website for the Office of the Information Commissioner www.oic.nsw.gov.au.