



Formal Request for Information

Government Information (Public Access) Act 2009 ("GIPA")

Part 1: Applicant Details

Title	Given Name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name (if applicable)		
<input type="text"/>		
Postal Address	Town/City/Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Telephone	Email Address	
<input type="text"/>	<input type="text"/>	

Part 2: Information Requested

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

To assist Council with processing your application, please indicate why you want this information

Date range of the information required Start date: End date:

Part 3: Application Fee

A **\$30 application fee** applies. In addition to the \$30 application fee you may be asked to pay a charge for processing the application (\$30.00 per hour). If a charge applies we will provide you with an estimate of the total charge.

If you wish to apply for a reduction of the processing charge you will be required to provide evidence. A 50% reduction applies to holders of a Pension or Centrelink Card, full time students and non-profit organisations. If you wish to apply for a discount, please indicate the reason:

Financial Hardship (50% reduction) ☐ Special Benefit to the public (50% reduction) ☐

Personal information (waiver of first 20 hours processing time fees) ☐

If you selected a special benefit to the public, please specify why below:

If processing charges apply, we may contact you in writing in the near future if you are required to provide an advance deposit, pursuant to section 68 of the GIPA act.

Part 4: Form of Access

- | | | |
|---|---|--|
| <input type="checkbox"/> COPY OF DOCUMENTS
(Photocopying fees payable as per Council's fees & Charges. Copyright conditions may apply – see Part 7) | <input type="checkbox"/> INSPECT DOCUMENTS | <input type="checkbox"/> EMAIL
(fees not exceeding photocopying fees payable as per Council's fees and charges. Copyright conditions may apply – see Part 7) |
|---|---|--|

Part 5: 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 Council's website. Do you object to this?

- ☐ No ☐ Yes If YES, please indicate the reason below
- ☐ The information contains personal information about me.
- ☐ The information concerns by business, commercial professional or financial interests.
- ☐ The information concerns research that has been, is being, or will be, carried out by me or on my behalf.
- ☐ The information concerns the affairs of a government of the Commonwealth or another state (and the applicant is that government).

Part 6: Third Party Consultation

If you have requested information that includes someone else's personal information or business interest, Council may need to consult with that person to gain their view of the release of their information. This consultation process is a requirement under the GIPA Act and the person's view needs to be considered in deciding the application.

In the event of consultation do you object to your name being released to consulted parties?

- ☐ No ☐ Yes

Part 7: Proof of Identity/Property Owner's Consent/Copyright Owner's Consent

Personal Information: An applicant must provide proof of identity in the form of a **certified copy** of any one of the following documents if seeking access to their personal information or access to all their property related files:

- ☐ Current Australian Driver's Licence ☐ Current passport ☐ Other (please specify):

Non Open-Access Information: Access to property information not listed as "Open Access" information under the GIPA Act (refer to Council's Access to Information Policy and Agency Information Guide available on Council's website) including internal residential floor plans **will require the property owner's written consent, together with a certified copy of property owner's proof of identity.**

- ☐ Property owner's written consent attached, together with certified copy property owner's identity

COPYRIGHT Access to copyrighted documents will be granted by way of inspection only, unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the architect/copyright owner is not able to be contacted, copies of copyright material will not be provided. Such documents include Plans and consultant reports submitted with a DA (please note this list is not definitive). If requested documents are subject to copyright, Council will provide you with the details of the copyright owner to assist you in obtaining copyright owner written consent.

Part 8: Applicant Declaration

- 1 The information I have provided is complete and correct.
- 2 I understand written permission is required before copies of documents can be provided as per above.
- 3 I understand I may peruse records and take notes.
- 4 I will observe any directions given to me while viewing records.
- 5 I will not photograph, trace, write on or otherwise deface, damage or remove a record.
- 6 I understand there are fees associated with obtaining copies of documents, either in hard copy or electronic format.
- 7 I have read the Privacy & Personal Information Protection Notice below.

Signature Date

Privacy & Personal Information Protection Notice

The personal information requested on this form is collected for the purpose of recording and processing this application and providing the information requested. Access is limited to use by Council employees and other authorised persons. Supply of the personal information is voluntary, but if you cannot, or do not wish to, provide the information sought, Council may not be able to process your application. You may make application for access or amendment to information held by Council. This document will be stored on Council's electronic Records Management Database and archives.

OFFICE USE ONLY

Receiving Officer:		Date Received:		Receipt Number:	
Processing Officer:		Date Completed:		File Ref:	
Consents attached:	Property Owner consent/identification: <input type="checkbox"/> Yes <input type="checkbox"/> NA			Copyright Owner consent details: <input type="checkbox"/> Yes <input type="checkbox"/> NA	
	Details:			Details:	

Please lodge this form via the following options:

Post

Blayney Shire Council
PO Box 62, BLAYNEY NSW 2799

In Person

Blayney Shire Council
91 Adelaide Street, BLAYNEY NSW 2799

Email

council@blayney.nsw.gov.au