

## ***Government Information (Public Access) Act 2009 NSW*** **FORMAL ACCESS APPLICATION**

Please complete this form to apply to make a formal application to access government information in NSW under the *Government Information (Public Access) Act 2009 NSW* (GIPA Act). If you need assistance with completing this form, please contact the Right to Information Officer on (02) 6368 2104 or visit our website at <http://www.blayney.nsw.gov.au/your-council/access-to-information>. You can lodge your access application via post, in person, or by email to [council@blayney.nsw.gov.au](mailto:council@blayney.nsw.gov.au).

### **YOUR DETAILS**

<b>Title:</b> Mr/Mrs/Ms/Miss	
<b>Surname:</b>	
<b>Other names:</b>	
<b>Postal address:</b>	
<b>Postcode:</b>	
<b>Email:</b>	
<b>Day-time telephone:</b>	
<b>Facsimile:</b>	

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

<b>Place of birth:</b>	
<b>Main language spoken:</b>	
<b>Aboriginal or Torres Strait Islander:</b> Yes/No	
<b>Do you have special needs for assistance with this application?</b>	

I agree to receive correspondence at the above email address.

**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 (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

**PERSONAL INFORMATION**

<b>Are you seeking personal information?</b> Yes/No	
<b>Have you applied, at any time, to another agency for similar information?</b> Yes / No If yes, please state the name of the agency	

**GOVERNMENT INFORMATION**

<p><b>Please describe the information you would like to access in enough detail to allow us to identify it.</b></p> <p><b>Note:</b> If you do not give enough details about the information, [AGENCY] may refuse to process your application</p>	
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*For general information about the GIPA Act contact the Information and Privacy Commission on 1800 472 679 or visit the IPC's website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**OFFICE USE ONLY**

Date application received: .....

File reference: .....

**FORM OF ACCESS**

**How do you wish to access the information?**

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

**APPLICATION FEE**

I attach payment of the **\$30 application fee** by cash / cheque / money order / (agency to insert other methods available) (circle one).

**(Note:** please do NOT send cash by post)

**DISCLOSURE LOG**

If the information sought is released to you and we 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 our 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

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

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**DISCOUNT IN PROCESSING CHARGES**

You may be asked to pay a charge for processing the application (\$30 p/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 (e.g. a pension or Centrelink card).

**AND / OR**

Special benefit to the public – please specify why:

**Please note** that a processing charge cannot be discounted by more than 50% even if both reasons are relevant.

**Applicant’s signature:** .....

**Date:**.....

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**Please send this form or lodge it at:** Blayney Shire Council, PO Box 62 Blayney NSW 2799

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