

Government Information (Public Access) Act 2009

ACCESS APPLICATION

Please complete this form to apply for formal access to Council information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on (02) 6972 2266 or visit our website at www.blandshire.nsw.gov.au

1. Your details

Name: **Title:** Mr / Ms
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**
Email: I agree to receive correspondence by email
Do you have special needs for assistance with this application:

2. Personal Information - Proof of identity

When seeking access to personal information on their own behalf, 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

3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, Council may refuse to process your application.

.....

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

4. 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).....

5. Application Fee

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

(Note: please do NOT send cash by post)

6. 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 the agency’s website.

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

7. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / 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/s:

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).
- Special benefit to the public – please specify why below:

.....

8. Signature

I acknowledge that there is a charge to provide copies of documents that I request and that copyright may exist on each document.

I understand that I must seek the Copyright Owner’s Consent in order to use any part of a copyright document for any other purpose.

Signature:

Date:

Please post this form with your payment or lodge it at:

**Bland Shire Council
PO Box 21
West Wyalong NSW 2669**

or

**6 Shire Street
West Wyalong**