

Application for Access to Information

Please complete this form to apply for access to government 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
Please note – requests can take up to 20 working days to be assessed depending on the complexity of the request and the volume of requests Council has received.

1. Your details

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

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**.....

Email:

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

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application: Yes / No (circle one)

Please provide details.....

I agree to receive correspondence at the above email address.

2. Proof of identity (Required when applicant is requesting information on their own behalf)

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

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

If you are not seeking personal information, do you have approval of the information owner to receive copies of the information? Eg. Owners Consent for Residential Floor Plans or Copyright holder/Architect's Consent for copying plans. **Yes / No** (circle one)

NB: Please attach copy of signed approval or letter of authority.

3. Documents Requested (Please tick the applicable box)

<input type="checkbox"/>	BUILDING AND PROPERTY INFORMATION (access to files, development history to a maximum of 50 photocopied A4/A3 documents) \$150 Application Fee. However, additional charges apply for more than 50 - photocopies and copies of larger documents.
<input type="checkbox"/>	FORMAL REQUEST under GIPA (access to files) \$30 Application Fee and \$30/hr processing charge. First hour's processing request is included in the Application Fee. Photocopying charges in addition to the above fees also apply.
<input type="checkbox"/>	INFORMAL ACCESS under GIPA – request for specific document/s \$0 Application Fee. Photocopying charges apply. NB. Informal Access applications will be processed in accordance with staff resourcing provisions.

Application for Access to Information

4. Application Details

Site Address:

Lot/Section/DP:

Subject Matter of Request

5. Form of access

How do you wish to access the information?

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

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6. Application Fee (FORMAL APPLICATIONS ONLY)

I provide payment of the **\$30 application fee** by cash / cheque / money order / EFT (circle one).
(Note: please do NOT send cash by post)

7. 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)

8. 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:

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

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.....

Applicant's signature:

Date:

Please post this form with your payment or lodge it at:				
Bland Shire Council PO Box 21 West Wyalong NSW 2671	OR	Bland Shire Council 6 Shire Street West Wyalong	OR	Email to: council@blandshire.nsw.gov.au NB – emailed applications should include payment reference information.

NB – applications requiring copying fees to be paid will receive a quotation of costs prior to processing.