Government Information (Public Access) Act 2009

Access Application



Important information about this form: Please read carefully before completing your application

- 1. This form is to be used for access to information held by Council.
- 2. Council will provide access to information it holds except where there is a legal requirement exempting Council from releasing the document or where there is an overriding public interest against disclosure of the information.
- 3. Applications for access to information will be assessed according to relevant legislation and Council procedures.

Fees and charges:

- 1. Informal Requests
 - There is no application fee for informal requests. Fees may apply for Council publications or for photocopying.
- 2. Formal Requests
 - There is a \$30 application fee for formal applications under the Government Information (Public Access) Act 2009 NSW ('GIPA Act').
 - A processing charge of \$30 per hour for formal applications under the GIPA Act will also apply if the information requested does not relate to the applicant's personal affairs or if a request for personal information takes more than 20 hours to process. A 50% reduction in fees may be granted for applicants claiming financial hardship or special public benefit reasons when requesting the information. Estimates will be provided prior to commencing the information search.

PART 1 – APPLICATION DETAILS

I am submitting an informal request for access to Council information (no application fee)

I am submitting a formal request for access to Council information (\$30 application fee)

Note: **Council encourages applications to be made as informal applications in the first instance**. However, Council may advise that certain applications, such as those involving third party information may need to be made as formal applications.

PART 2 – APPLICANT DETAILS						
Title	Given/First Names	Surname				
Address:	Town/City:	State:	Postcode:			
Phone/Mobile:	Email:					

I agree to receive correspondence at the above email address.

PART 3 - 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:						
A	Australian driver's licence with photograph, signature and current address					
C	Current Australian passport					
C	Other proof of signature and current address details					
PART 4 –	DESCRIPTION OF INFORMATION REQUESTED					
Please de	escribe the information you would like to acce	ess in enough de	letail to allow us to identify it.			
Note: If you do not give enough details about the information, the agency may refuse to process your application.						
This infor	mation relates to my personal affairs	Yes	No			
I am the	owner of the property	Yes	No			
Other, pl	ease specify					
If the info	ormation sought relates to a property, please	complete the se	section below:			
Street Ad	ldress					
Lot No	DP or SP N	No				
Form of i	information requested:					
	Inspection					
(Сору					
(Copy by email					
(Other					

PART 5 – OWNERS CONSENT					
As the owner of the property loca	ited at				
I give consent to		Owners signature			
to make this application					
PART 6 – FORMAL REQUEST APP	LICATION FEE (IF F	REQUIRED)			
I attach payment of the \$30 appli	cation fee by:				
Cash	Cheque	Money order			
(Note: please do NOT send cash by post)					
PART 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 information will then be published on our website.					
Do you object to this?	Yes	No			
PART 8 – SIGNATURE OF APPLICA	TION				
As the applicant to this application	n, I declare that:				
 I agree to pay all required fees associated with this application. I declare that the information given on this form is true and correct. I understand that I must seek the copyright owner's consent in order to use any part of a copyright document. 					
Signed:		Date:			
PART 9 – HOW TO LODGE THIS A	PPLICATION				
Post: Lithgow City Council, PO Box 19, Lithgow NSW 2790 In person: Council Administration Building, 180 Mort St Lithgow NSW 2790 Email: council@lithgow.nsw.gov.au					
OFFICE USE ONLY					
Date application received: Receipt No:					

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE.

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.