



Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009*. If you need help filling out this form, please contact us on (02) 4677 1100 or visit our website at [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au).

### Applicant Details

**Surname:** ..... **Title:**  Mr  Mrs  Ms

**Given Name(s):** .....

**Company Name:** .....

**Postal Address:** ..... **Postcode:** .....

**Contact Number:** .....

**Email Address:** .....

I agree to receive correspondence to the above email address.

**Do you have special needs for assistance with this application?**  Yes  No

.....

### Proof of Identity

**Are you making an application on your own behalf?**  Yes  No

**If Yes, provide a copy of one of the following:**

- Australian Driver's Licence (with photograph, signature and current address)
- Passport
- Other proof of signature and current address details

**If No, provide the following:**

- Letter of authorisation signed by the person you are acting on behalf of

AND a copy of one of the following for yourself and the person you are acting on behalf of:

- Australian Driver's Licence (with photograph, signature and current address)
- Passport
- Other proof of signature and current address details

### Personal Information

**Are you seeking your own personal information?**  Yes  No

## Details of Request

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

*Note: if you do not provide enough detail about the information, Council may refuse to process your application. You may add additional pages to the application with the details if need be.*

## Applications to Other Agencies

**Have you applied to another agency at any time for substantially the same information?**

Yes  No

If Yes, please provide the name of the agency below.

## Third-Party Consultation

If you are seeking information that concerns the interests of another party, Council may be required to consult with them before deciding your application. The third-party has a right to object to the release of information.

Council will not identify an individual to a third-party without your consent, however in some instances the third-party may be able to deduce the identity of the Applicant.

**Do you consent to the release of your name to third parties?**  Yes  No

## Form of Access

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

- Inspect the document(s) in person
- Copy of the document(s)
- Access in another way (please specify): .....

Please note, if you would like a hard copy of the document(s), you will incur a photocopying fee.

## Application Fee

I will pay the application fee of \$30.00 by:

- Card (over the phone or in person)
- Cheque (enclosed)
- Money Order (enclosed)

## 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 Council's Disclosure Log. This is published on Council's website.

**Do you object to this information being recorded on the Disclosure Log?**  Yes  No

## Discount in Processing Charges

If you are given access to the information sought, you may be asked to pay a charge for processing the applications (\$30.00 per 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 below:

## Advice & Assistance

Any communication in relation to an application will be limited to:

- Clarifying the scope of the application,
- Assisting in making an invalid application valid,
- Advising of third-party consultation, or
- Requesting an Advance Deposit.

Any communication that is lobbying or attempting to influence a decision in relation of an access application will not be accepted.

## Privacy and Personal Information Protection Notice

The purpose of collection of your personal information is for access to government information council holds. Provision to your personal information is voluntary and is required to process your application. You are entitled to have access to this form to correct or amend your personal information after you have given it to Council, by contacting Council's Privacy Contact Officer. This form will be placed on a relevant file in Council's electronic records management system. This form will be used by Council staff to process your application for access to government information Council holds.

General information about the GIPA Act is available by calling the office of the Information & Privacy Commission  
Freecall 1800 472 679 or on its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

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